# **Application for employment as:**

**Administrative Assistant**

**UK Women’s Budget Group**

**Please answer the questions on the form below, expanding the boxes or using supplementary sheets if required, and sign the declaration at the end.**

**Please send the completed form to:** recruitment@wbg.org.uk

Family name: First names:

Address: Postcode:

Preferred telephone:

Email:

We will be scoring these applications against the person specification. Please set out how you meet the requirements of the person specification in the boxes below:

Administration and co-ordination

|  |
| --- |
|  |

Events organisation

|  |
| --- |
|  |

Communication

|  |
| --- |
|  |

Interpersonal skills

|  |
| --- |
|  |

## Employment History

Please list your previous employment history and work experience relevant to this post:

|  |  |  |
| --- | --- | --- |
| Date | Name and address of Employer | Position and key tasks  |
|  |  |  |

## Qualifications, education and training

Please list your qualifications, education and training relevant to this post

## Statement in support of your application

Please describe the skills, knowledge and experience you have acquired that will enable you to carry out the duties of this post and meet the requirements of the person specification.

If you consider yourself to have a disability please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process

Do you need a work permit to work in the UK? Yes [ ]  No [ ]

When can you start work for us?

## Please indicate below if you would like to take up this post as a job-share or would like flexible working arrangements

References

Please give the names and addresses of two persons as referees - other than relatives - who we can approach for references. We may contact referees if you are shortlisted to interview. Please indicate if you do not want us to make contact with a referee prior to interview.

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I confirm that to the best of my knowledge the above information is correct.

Signature .......................................... Date ……………………

**Send this form to:** recruitment@wbg.org.uk

**Closing date:** Monday 22nd November 2021 (9am)

**Interviews will be held on:** Thursday 2nd December 2021