# **Application for employment as:**

**Research and Policy Officer**

**UK Women’s Budget Group**

**Closing date:** 9am Monday 16 May 2022

**Interviews to be held on**: Tuesday 24 May 2022 (online)

**Please answer the questions on the form below, expanding the boxes or using supplementary sheets if required, and sign the declaration at the end. We will be scoring this application against the criteria set out in the person specification.**

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

**Please note we can only consider applications from candidates with the right to work in the UK.**

Family name: First names:

Address: Postcode:

Preferred telephone:

Email:

Please note that personal details will be removed from the form before it is sent to the shortlisting panel.

Please set out how you meet the requirements of the person specification in the boxes below:

**We will assess applications against the job description and person specification so you should aim to address each point of the person specification in your replies.**

Research skills (up to 300 words)

|  |
| --- |
|  |

Organisational skills (up to 300 words)

|  |
| --- |
|  |

Communication skills (up to 300 words)

|  |
| --- |
|  |

Interpersonal skills (up to 200 words)

|  |
| --- |
|  |

## 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 have the right to work in the UK? Yes [ ]  No [ ]

***Please note we can only consider candidates based in the UK and with the right to work in the UK.***

When can you start work for us?

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 ……………………

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In line with GDPR legislation, we will only keep application and recruitment records on file for 6-12 months, then dispose of them securely. You may request a copy of any information the organisation holds about you during this time.