#

**Application for employment as:**

Communications Officer

Closing date: **9am on Monday 7 November**

Interviews to be held on: **Tuesday 15 November.**

To apply please complete and return the application form to recruitment@wbg.org.uk

Please also complete and return our Equal Opportunities Monitoring Form. This will be saved separately from your application and will not form part of our selection process

Please title your email Communications Officer Application.

**If you have any questions about the role, or if you feel you could succeed in this role but are unsure if you meet all the role requirements, please contact the Head of Communications and Public Affairs, Erin Mansell at erin.mansell@wbg.org.uk for an informal conversation.**

**Family name** **First names**

**Address**

**Preferred telephone**

**Email**

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

Communications

|  |
| --- |
|  |

Administration and events management

|  |
| --- |
|  |

Personal qualities

|  |
| --- |
|  |

## 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.

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.