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| FOR HR USE ONLY |  |

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| APPLICATION FORM: Just Transition, Senior Project Manager |

**Instructions to applicants:**

* Please read the Job Description carefully before completing this application form. When completed return the completed application form (as a Word doc) to recruitment@citizensuk.org by **10:00 on Monday 12 July 2021.**
* Shortlisted candidates will be **contacted by Friday 16 July 2021**.
* First round interviews, involving a 45-minute phone call with a Lead Organiser, will take place **on Friday 23 July 2021. For your first-round interview, we will be talking about organising and your reflections on Matthew Bolton’s book ‘How to Resist’ (it is a short A5 book, but please read it beforehand).**
* Interviews will be on **Wednesday 28 July 2021**.For more information, or to arrange a phone call to discuss the role in greater detail, please email [Peter.Brierley@citizensuk.org](mailto:Peter.Brierley@citizensuk.org)
* All information collected on this application form is treated confidentially and used for recruitment and selection purposes only. Short-listing will be carried out solely based on information provided on this application form – **CVs will not be considered.**
* Personal details are at the end of this form, please retain the page break.

If your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed approximately 6 months after the vacancy has been filled.

Regretfully, due to the high number of applications we receive, CUK only provide feedback to interviewed candidates.

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| VACANCY DETAILS |  |
| Position applied for: |  |
| Where did you see this position advertised? |  |
| Would you like the organisation to retain your details for further vacancies? |  |

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| MOTIVATIONS |
| **Why do you want to work for the Citizens UK in this role?**  (no more than 300 words)  **You can read more about us at** [www.citizensuk.org](http://www.citizensuk.org) |
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| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Using no more than 800 words,** provide tangible examples of how your skills, knowledge, personal qualities and experience will support your ability to perform the key priorities outlined in the job description: |
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| SHARING AN ORGANISING STORY |
| **Using no more than 500 words,** share a *story* of a campaign or coalition you built and what did it achieve (ideally, what did it win/change). In this story, share who was part of the team, what the issue was, what research you undertook to move from a broad problem (poverty) to a specific issue (a living wage for cleaners from company X), what challenges you faced and how you overcame them, what public action you took to get a reaction from a decision-maker and what the result was. Specifically, outline what role you played and how you developed people within this campaign. |
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| EMPLOYMENT HISTORY(most recent first) | |
| Organisation name, brief description, location |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  | |
| Organisation name, brief description, location |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  | |
| Organisation name, brief description, location |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  |  |
| Organisation name, brief description, location |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |

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| VOLUNTEER HISTORY (most recent first) | |
| Organisation name, brief description, location |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  |  |
| Organisation name, brief description, location |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |

Please add more voluntary roles as appropriate

There is a page break, another part of the form for your personal information is below

CONFIDENTIAL INFORMATION

In line with our Equal Opportunities Policy, the following information will not be shared with the Recruiting Manager(s) during the initial shortlisting. After shortlisting some of the information below will be provided as necessary.

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| PERSONAL DETAILS | |
| Surname |  |
| First name |  |
| Home Address with Post Code |  |
| Phone number |  |
| Email address |  |

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| EDUCATION AND/OR RELEVANT QUALIFICATIONS | | | |
| **Name of institution** | **Subjects studied** | **Grades attained** | **Dates** (from-to) |
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| REFERENCES | | |
|  | **Referee 1**  (current employer, if applicable) | **Referee 2** |
| Name |  |  |
| Organisation |  |  |
| Position |  |  |
| Address |  |  |
| Phone number |  |  |
| Email address |  |  |

FYI References will not be taken up before interview. Generally, references are only taken up once a verbal offer of employment has been accepted.

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| SUPPLEMENTARY INFORMATION \*delete as appropriate | |
| Do you have the unrestricted Right to Work in the UK? | Yes \ No\* |
| Have you ever been convicted of a criminal offence relevant to the post applied for? | Yes \ No\* |
| If yes, give details: | |
| Have you ever worked for Citizens UK or any associated organisation before? | Yes \No\* |
| Do you require any specific facilities to be provided to enable you to attend an interview? | Yes \No\* |
| If yes, give details | |
| May you require adjustments to be made to work premises, practices or equipment to enable you to take up this position? | Yes \No\* |
| If yes, give details: | |

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| DECLARATION |
| By submitting this application:   * I confirm that the information in this application is true and accurate, to the best of my knowledge. * I understand that any false statement may disqualify me from appointment and may be considered misconduct leading to a disciplinary matter if employment has commenced. |
| Signature\Initials: Date: |

When complete, please return this application form (**as a Word doc**) to [recruitment@citizensuk.org](mailto:recruitment@citizensuk.org)

**Thank you for your application**