|  |  |
| --- | --- |
| HR use only: |  |

|  |
| --- |
| **APPLICATION FORM – DIGITAL ENGAGEMENT OFFICER** |

**Instructions to applicants:**

* Please read the Job Description carefully before completing this application form. When complete, please return this application form (as a word document) to [recruitment@citizensuk.org](mailto:recruitment@citizensuk.org) by the closing date of **9am on 9 August 2021.**
* Interviews are planned to be held in **week commencing 16 August** – please keep an eye on the website for the date
* All candidate information on this application form is treated confidentially and used for recruitment and selection purposes only. Shortlisting 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 received, CUK only provides feedback to interviewed candidates.

|  |  |
| --- | --- |
| VACANCY DETAILS |  |
| Position applied for: |  |
| Where did you see this position advertised? |  |
| Would you like CUK to retain your details for other vacancies within the next 6 months? |  |

|  |
| --- |
| MOTIVATIONS |
| **Why do you want to work for Citizens UK in this role?**  (no more than 500 words)  You can read more about us at [www.citizensuk.org](http://www.citizensuk.org) or [www.livingwage.org.uk](http://www.livingwage.org.uk) |
|  |

|  |
| --- |
| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Provide tangible examples of how your skills, knowledge and experience will support your ability to perform the key priorities outlined in the Job Description:**  (no more than 750 words) |
|  |

|  |  |
| --- | --- |
| EMPLOYMENT HISTORY(most recent first) | |
| Organisation name, brief description, location |  |
| Job title |  |
| 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 |  |
|  |  |
|  |  |

Please add more employments as appropriate

|  |  |
| --- | --- |
| VOLUNTEER HISTORY if applicable(most recent first) | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  |  |
| Organisation |  |
| 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 information below will be provided as necessary.

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

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION AND/OR RELEVANT QUALIFICATIONS | | | |
| **Name of institution** | **Subjects studied** | **Grades attained** | **Dates** (from-to) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 or undertake any tests? | Yes \No\* |
| If yes, give details: | |

|  |
| --- |
| 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) – you will receive an autoreply that your email has been received.

**Thank you for your application**