# APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Post Code |  |
| Telephone | Daytime: |
|  | Evening: |
| Email address |  |
| Post Applied For |  |

I declare that, to the best of my knowledge, everything on this form is true and accurate. I understand that any items found to be misleading or untrue following appointment to the post will lead to disciplinary procedures and potential dismissal.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

### Please return to: caroline@theadvocacyproject.org.uk

Applications submitted by email will require to be signed at interview

NB – As part of the recruitment process, this front page will be detached for the purposes of short listing

|  |  |
| --- | --- |
| Secondary Education Qualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Further/Higher EducationQualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Professional QualificationsQualifications Gained (please include dates) |  |

|  |  |
| --- | --- |
| Any relevant voluntary or community involvement |  |

|  |  |
| --- | --- |
| Name and address of present or most recent employer |  |

|  |  |
| --- | --- |
| Position held and duties |  |

|  |  |
| --- | --- |
| Period employed |  |
| Notice of termination required |  |
| Reason for leaving |  |

|  |
| --- |
| Previous Employment (continue on separate sheet, if necessary) |
| Name of Organisation | Period Employed | Position Held, Duties & Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |

Please answer the following points in relation to the person specification (You can continue on a separate sheet but limit each response to 100 words):

Outline your understanding of the concept of empowerment

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Describe when you have empowered an individual or group of people

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Describe a life experience that demonstrates your commitment to the principles of equality and inclusion

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List the main barriers faced by vulnerable people in society

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Give an example of when you have used your communication skills to resolve a difficult situation

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Explain your approach to managing your workload

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Give an example of when working as a team has presented challenges to you and how you resolved them

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|  |

Describe a situation where you used an assertive, confident approach to represent yourself or another person

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|  |

Please give the details of two people who can provide you with a reference, one of whom should be your current or most recent employer. If you are invited for interview, your referees will be contacted automatically, therefore please indicate if you do not wish contact to be made at that stage.

## Referee 1

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |
| Contact prior to interview? | Yes / No |

## Referee 2

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |
| Contact prior to interview? | Yes / No |