**Application for Employment**

**Communications Officer *Office Use Only [ ]***

This form may be photocopied; please type or use black ink (if you are working from a hard-copy, please feel free to add clearly marked sheets). Email your completed application to jobs@audienceslondon.org or return it to the postal address below. Please call us on 020 7407 4625 or email us if you have any other queries. If you require this form and the information that goes with it **in any other format**, please contact us by phone or email.

The closing date for applications is **10am, Monday 16th April 2012**.Interviews are currently planned for the week commencing **23rd April**. Interviewees will be contacted by phone / email a week prior to interviews taking place. Please let us know if you have any access requirements for which we should make arrangements (including wheelchair access) when making you interview appointment.

You’ll find an **Equal Opportunities monitoring form** at the end of your application, please return this either with your application or separately. This section will be removed before applications are considered and information will be kept anonymously.

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| **Personal Details**Your application will be **considered separately from the personal details** you give here, which will only be used to contact you after the selection process has been completed.Name Address  Telephone Day Mobile Email  |

Please refer to the job description and person specification when making your application, explaining how you match the criteria we are looking for and, where possible, giving brief examples.

 ***Office Use Only [ ]***

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| **Employment History**Please tell us about your work (or study, career breaks etc), over the last 5 years. Please give brief details of your employer, your post and main duties, dates employed, final salary and reason for leaving. **Please do not attach a CV** |

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| **Qualifications and Training**Please give details of your educational qualifications and training courses attended which are relevant to the job you are applying for. **Please do not attach a CV** |

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| **What can you offer us?**Your response to this question determines whether or not you are short-listed. It is in your interest to go through the person specification and describe exactly how you meet it: include details of relevant experience, knowledge and skills, and give examples. **Please do not attach a CV**If you attach other sheets, please ensure they are clearly marked with your name and a page number (3 etc)  |

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| **Why are you applying for this post?** |

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| **References**: Please give two referees, including your present/most recent employer. |
| Name Address  Post code Telephone Email Relationship to/knowledge of you:......................................................... | Name Address  Post code Telephone Email Relationship to/knowledge of you:......................................................... |
| Normally we contact referees only after an offer of employment has been made. Do you have any objection to our doing so prior to interview?YES / NO | YES / NO |
| Are you available for interview on week commencing **23rd April?** | If you are currently employed, what notice are you required to give? |

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| Please state how many days’ sickness you have had in the last 12 months.   |

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| If applying on a freelance or part-time basis please indicate the working arrangements you can offer us, including the number of days/hours per week.……………………………………………………………………………………………………………..………..… |

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| **Declaration**:*I certify that the information given on this form is, to the best of my knowledge, true and complete, and can be treated as part of any subsequent contract of employment. If I am appointed, personal information about me may be computerised for personnel administration purposes within the terms laid down by the Data Protection Act 1984.*Signed Date ............................NB Any false statement may be sufficient cause for rejection or, if employed, dismissal.  |

Please note: Audiences London will require evidence of entitlement to work in the UK (eg a *P45*, *P60* or National Insurance card) before an appointment can be made.

Please return your application to:

jobs@audienceslondon.org

or by post to:

Recruitment

Audiences London

Unit 7G1, The Leathermarket,

Weston Street,

London,

SE1 3ER

**Closing date for Communications Officer applications is 10am Monday 16th April 2012.**



**Equal Opportunities Monitoring**

Audiences London strives to achieve equal opportunities in employment. Recruitment and selection procedures are monitored to ensure that individuals are selected on merit and there is no unfair treatment. To assist us in implementing and monitoring the policy, please answer the following questions.

Your reply will be treated in confidence; this sheet will be removed before any assessment of your application takes place and data given will be stored anonymously and used solely for the purpose given here.

**Job applied for:** ……………………………………………………………………………

A **Gender** male [ ] female [ ]

B **Age** (in years) ……………

C **Ethnic Origin**: I consider my ethnic origin to be:

White

British 

Irish 

Any other white background (write in): …………………………

Mixed

White and black Caribbean 

 White and black African 

White and Asian 

Any other mixed background (write in): …………………………

Black or Black British

African 

Caribbean 

Any other Black background (write in): …………………………

Asian or Asian British

Indian 

Pakistani 

Bangladeshi 

Any other Asian background (write in): …………………………

Chinese or any other ethnic group

Chinese 

Any other (write in): …………………………

D **Disability**

Do you consider yourself to be disabled? Yes [ ] No [ ]

Do you consider yourself to be a deaf person? Yes [ ] No [ ]

E **Monitoring of Recruitment Advertising**

Please tell us how you heard about this post.

……….………………………………………………………………………………………………

### Please enclose this questionnaire with your application form or, if you prefer, return in separately and anonymously to the address given above.