**Communications and Events Assistant**

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| Your Details | | |
| First Names |  | Address: |
| Surname |  |
| Daytime Tel No |  |
| Evening Tel No |  |
| Email |  |
| Nat. Ins. No |  | Postcode: |

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| How did you hear about this vacancy? |  |

**DISABLED APPLICANTS**

CWJ operates a Guaranteed Interview Scheme for disabled applicants who meet the minimum criteria for the role. This requires meeting 70% of the person specification essential criteria. For more details on our Guaranteed Interview Scheme, please email the Operations Manager, Nic Mainwood - n.mainwood@centreforwomensjustice.org.uk

Please tick here to be considered for the Guaranteed Interview Scheme

If you do not want to be considered for the Guaranteed Interview Scheme please indicate any reasonable adjustments you would like CWJ to consider:

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| **Employment:**  **Please ensure you show all employment including an explanation for any gaps** | | | |
| **Current / most recent employment** | | | |
| Employer’s name |  | | |
| Employer address |  | | |
| Position |  | | |
| Responsibilities |  | | |
| Salary | Start date | End Date | Period of notice |
| Reason for seeking new position: | | | |

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| **Employment History (please continue on a separate piece of paper if necessary):** | | |
| Employer’s name: |  | Key responsibilities: |
| Position: |  |
| Dates of employment: |  |
| Salary: |  |
| Reason For leaving: | | |
| Employer’s name: |  | Key responsibilities: |
| Position: |  |
| Dates of employment: |  |
| Salary: |  |
| Reason For leaving: | | |

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| **Voluntary work (please continue on a separate piece of paper if appropriate)** | | |
| Organisation name and address | Role and responsibilities | Period |
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| **Education – please provide details of formal education, starting with most recent** | | |
| Institution | Qualification | Date |
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| **Training – please provide details any relevant training courses you have attended** | | | |
| Course title | Content | Provider | Year |
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| Referees: **Please provide the names of two referrers, one of whom must be your current or most recent employer** | |
| Name: | Name: |
| Position and Relationship to you: | Position and Relationship to you: |
| Address: | Address: |
| Phone number: | Phone number: |
| Email: | Email: |

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| Why do you want to work for CWJ?  (no more than 200 words) |  |

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| **Personal Statement:**  **Please carefully read the requirements set out in the person specification and ensure that you address each criteria, providing evidence of how you meet these. This will be vital in scoring your application for short-listing. Your personal statement should not exceed 1000 words. Please do not substitute this section for a covering letter or CV. Incomplete applications will not be considered.** |
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