**UNA-UK APPLICATION FORM**

**Outreach and Campaigns Assistant**

**November 2019**

Please complete this form electronically and email it to **Olivia Beach, Engagement and Partnerships Coordinator, at jobs@una.org.uk** with the position you are applying for (e.g. Outreach and Campaigns Assistant application) as the subject of the email.

We would be grateful if you also take the time to complete our equal opportunities monitoring form which can also be downloaded from our website.

Applications will **not** be accepted after: **10am on Monday 2 December 2019**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title (Mr, Mrs, Ms, Miss, other) |  |
| Surname |  |
| First name |  |
| Address |  |
| Postcode |  |
| Contact telephone number(s)  |  |
| Email address |  |
| Do you need a work permit to work in the UK?  | Yes / No |
| Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) | Yes / No |
| Do you have any disabilities that might affect your application? Please tell us if:- There are any reasonable adjustments we can make to assist you in your application- There are any reasonable adjustments we can make to the job itself to help you carry it out | Yes / No |

**EDUCATION AND TRAINING**

(Higher or further education – please state most recent first and expand the table if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & address****of educational institution** | **Dates** **(from - to)** | **Title of qualifications gained or courses attended** | **Grade achieved** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment and Work Experience**

(Please state most recent role first and expand the table if necessary)

| **Name & address of employer** | **Dates** **(from - to)** | **Job title & main responsibilities** | **Final salary and other employment benefits** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please detail how your knowledge, skills and abilities meet the specifications outlined in the Job Description.** Expand the text box if necessary. Statements should not exceed 500 words.

**Where did you see this vacancy advertised?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFEREES**

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. We will inform you prior to contacting your referees.

Referee 1

|  |  |
| --- | --- |
| Full name and title: |  |
| Position/relationship to applicant |  |
| Period known to applicant |  |
| Address |  |
| Postcode |  |
| Daytime telephone contact number |  |
| Email address |  |

Referee 2

|  |  |
| --- | --- |
| Full name and title: |  |
| Position/relationship to applicant |  |
| Period known to applicant |  |
| Address |  |
| Postcode |  |
| Daytime telephone contact number |  |
| Email address |  |

**I confirm that the above is a true and complete statement and that I understand that mis‑statements may be a cause for dismissal if I am appointed.**

**Signed:** **Date:**

**UNA‑UK strives to be an equal opportunities employer.**

**United Nations Association - UK is a charitable company limited by guarantee (no. 1146016).**