**APPLICATION FORM**

**EXECUTIVE & PROJECT ASSISTANT**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Name you like to be known as:** |  |
| **Preferred pronouns:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

|  |
| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, CV and any subsequent interview; and that furthermore you understand that withholding or misrepresenting relevant information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3: PERSONAL STATEMENT**

**We’d like you to provide a personal statement about why you are interested in being the Executive & Project Assistant and what you feel you can bring to the role.** This is an opportunity for you to talk about your recent and current activities and how they have prepared you to take on this role. You might find it helpful to specifically address the points outlined in the job description and person specification.

**You are invited to respond either in writing using no more than 1000 words or with a 2-minute video/sound file.** We do not have a format preference and the recorded version should have the same content as if it were written. No assessment of the production quality of audio or video recordings will be made.

**SECTION 4: REFERENCES**

Please provide details of two referees, one of whom is your current or most recent employer (or key client if freelance) and indicate at which stage you consent for these references to be taken up. If you are shortlisted for an interview, we would like to take up as many references as possible before interview.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point  □ contact on offer of first round interview  □ contact on offer of second round interview  □ contact only on offer of employment |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact numbers: |
| Email address: | □ contact at any point  □ contact on offer of first round interview  □ contact on offer of second round interview  □ contact only on offer of employment |

The next page of this application form is a diversity monitoring form. It is optional, and your completion or non-completion of the form, or any of its sections, will not have a bearing on your application.