

APPLICATION FOR THE POST OF COMMUNICATIONS OFFICER



The information on this form will be processed in accordance with the council's Data Protection Policy and the Data Protection Act 2018. Completed application forms will be held for twelve months and then be destroyed. If you are successful in your application, this form will be kept on file for the duration of your employment.

PERSONAL DETAILS AND CONTACT INFORMATION

Name

Address

Postcode:

Email Address

Phone Mobile

NI Number

Do you have the right to work in the UK? Yes No

Do you have a valid licence to drive in the UK? Yes No

Do you have access to your own vehicle for work? Yes No

Where did you hear about this vacancy?

YOUR WORK HISTORY

CURRENT / MOST RECENT APPOINTMENT

Job Title Employer

Start Date End Date

Reason for Leaving?

Main Duties & Responsibilities

EMPLOYMENT HISTORY

Job Title

Employer

Start Date

End Date

Reason for Leaving?

Main Duties & Responsibilities

Job Title

Employer

Start Date

End Date

Reason for Leaving?

Main Duties & Responsibilities

Job Title

Employer

Start Date

End Date

Reason for Leaving?

Main Duties & Responsibilities

VOLUNTARY EXPERIENCE

Please tell us about any relevant voluntary work you have undertaken.

YOUR EDUCATION

FORMAL EDUCATION AND QUALIFICATIONS

Please provide details of your education since the age of 11 and any formal qualifications you have attained (e.g. GCSEs, A-Levels, Degrees, NVQs, Diplomas and BTECs)

Institution	<input type="text"/>	Town	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>
Qualifications (inc grades)	<input type="text"/>		

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Qualifications (inc grades)	<input type="text"/>		

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Start Date	<input type="text"/>	End Date	<input type="text"/>
Qualifications (inc grades)	<input type="text"/>		

JOB RELATED TRAINING

Please list any training courses you have attended as part of your paid and voluntary work and the year you completed them.

MEMBERSHIP OF PROFESSIONAL BODIES / INSTITUTIONS

If you are a member of any professional bodies or institutions, please detail them below.

REQUIRED DISCLOSURES

RELATIONSHIP TO COUNCILLORS OR OFFICERS

If you have a personal relationship with any employee or councillor at Knutsford Town Council, you must disclose this. Please provide their name and details of the relationship.

UNSPENT CRIMINAL CONVICTIONS

Please provide details of any **unspent** convictions you may have. If between completion of this application form and taking up a job with the council you are convicted of a criminal offence you must inform the council of this.

SPENT CRIMINAL CONVICTIONS

Disclosure of spent criminal convictions is not required for this role.

ABOUT YOU

This section helps us select candidates for interview. Make sure you have read the Job Description and Person Specification before you answer these questions and use this as an opportunity to tell us why you are a perfect fit for the job.

WHAT MOTIVATES YOU TO APPLY FOR THE ROLE OF COMMUNICATIONS OFFICER?

TELL US ABOUT YOUR EXPERIENCE WORKING IN COMMUNICATIONS AND MARKETING

This can include experience gained in voluntary/unpaid positions. Give examples of your achievements and the different aspects you have covered.

TELL US ABOUT YOUR EXPERIENCE OF USING SOCIAL MEDIA FOR MARKETING

Which channels have you used? Which have worked best for you?

PLEASE INDICATE YOUR SKILL/EXPERIENCE WITH THE FOLLOWING SOFTWARE PROGRAMMES

	None	Beginner	Average	Advanced	Expert
Microsoft Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Outlook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Powerpoint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wordpress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canva	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

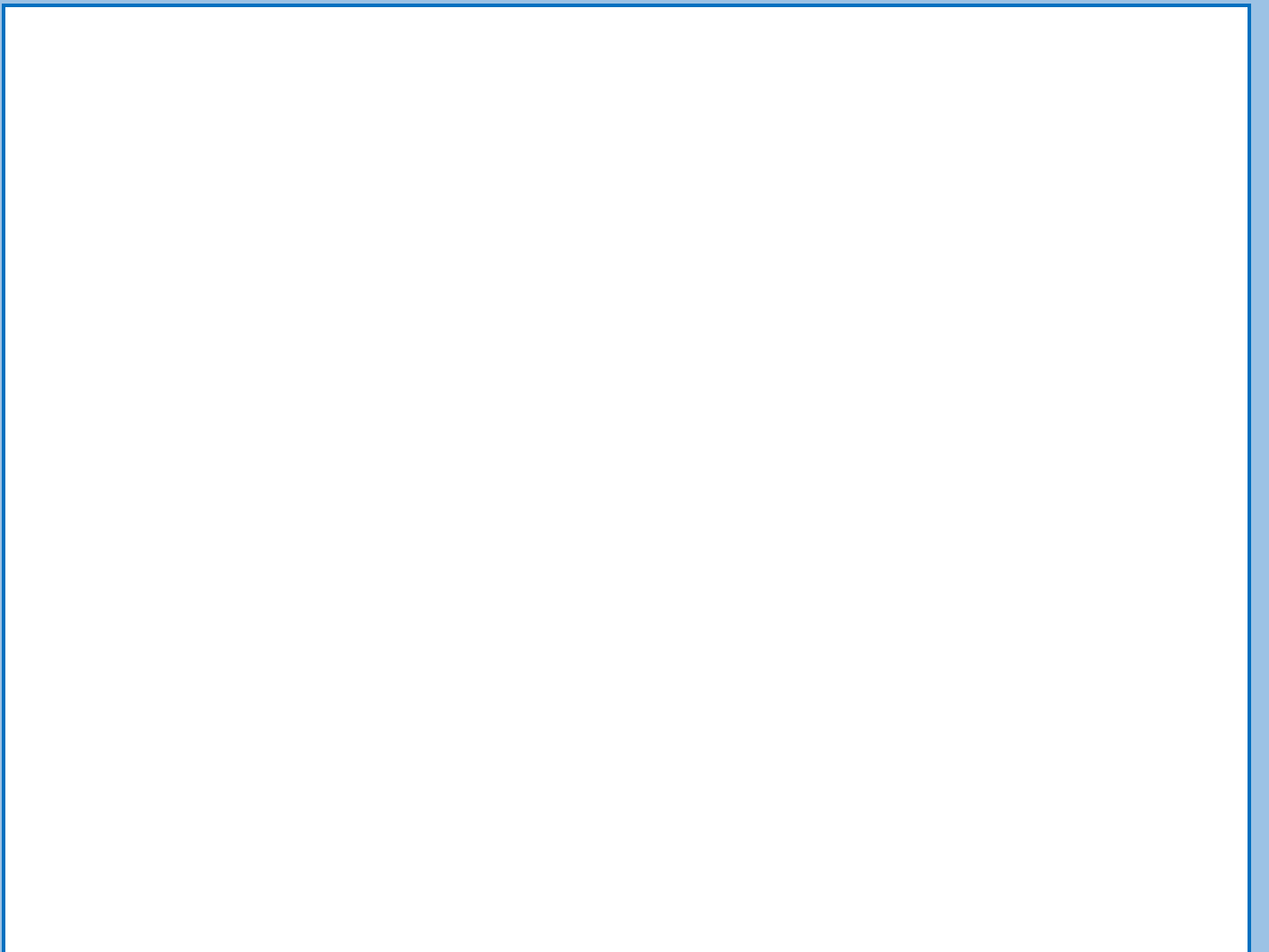
SCENARIO ONE: WE HAVE A NEW TRADER OPENING IN THE MARKET HALL SELLING LADIES CLOTHING. BRIEFLY, HOW WOULD YOU PROMOTE THIS WITH A BUDGET OF JUST £150.

SCENARIO TWO: WE ARE LAUNCHING A CONSULTATION ON PLANS TO RENOVATE THE COUNCIL OFFICES. WHAT IDEAS DO YOU HAVE FOR ENSURING THE WHOLE COMMUNITY KNOWS ABOUT THE CONSULTATION AND CAN HAVE THEIR SAY?



ADDITIONAL INFORMATION

Use this section to tell us why you believe we should invite you to interview for the position of Communications Officer and tell us anything else you think we should know about you that isn't covered elsewhere on the form.



WORKING HOURS

There is some flexibility as to how the hours of this role could be worked. Please indicate your preferences.

2 x 8hr days

3 x 5hr 20min days

4 x 4hr days

If there are any days of the week you could not work, and/or a specific pattern you would like, please advise.

INTERVIEW

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

REFERENCES

Please provide two referees. One must be your present/most recent employer (or for students your personal tutor/headteacher). Please let your referees know you have quoted them as a reference. References will only be taken up on the successful candidate.

Name

Job Title

Organisation

How do they know you?

Phone Number

Email Address

Name	<input type="text"/>	Job Title	<input type="text"/>
Organisation	<input type="text"/>	How do they know you?	<input type="text"/>
Phone Number	<input type="text"/>		
Email Address	<input type="text"/>		

CONFIRMATION

I certify that the details provided on this application form and any supplementary information provided is true as far as I know. I understand that if I provide false information or withhold relevant information it could result in my dismissal.

Signed

Dated