# JOB application FORM

Please return this form to info@togetherforthecommongood.co.uk by 5pm, 22 June 2020.

Please note that we can only shortlist you on the information you provide**.**

You may wish to read [T4CG’s privacy notice](https://togetherforthecommongood.co.uk/privacy-policy), available on our website.

Write clearly in black ink or type.

Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Address**  | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Phone number** | Click here to enter text. |
| **Email** | Click here to enter text. |
| **Preferred contact method and time** | Click here to enter text. |

## This position

|  |  |
| --- | --- |
| Post applied for  | Digital Marketing and Web Support Assignment |
| Where did you see this advertised? | Click here to enter text. |
| When could you start work with us? | Click here to enter text. |
| Do you consider yourself to have a disability? | Yes [ ]  No [ ]  |
| If yes, are there any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process? | Click here to enter text. |

## Skills and experience

Please tell us about your experience in the following areas.

You will not be disqualified if you don’t have experience in every area.

|  |  |
| --- | --- |
| WordPress and relevant plugins | Click here to enter text. |
| Search Engine Optimisation and analytics tools, Google best practice | Click here to enter text. |
| Website content management  | Click here to enter text. |
| Copy writing | Click here to enter text. |
| Written and verbal communications skills | Click here to enter text. |
| Handling a YouTube channel and podcast material | Click here to enter text. |
| Working in a small charity, church or other small organisation | Click here to enter text. |
| Examples of any charity or church work you are/have been involved in, current or in the last 5 years | Click here to enter text. |

## Suitability for the role

Please **refer to** **the job description** and address the knowledge and qualities required, evidencing how you are suitable for the role, drawing on your educational, professional, voluntary or personal experience. Ensure the information is relevant to the advertised post.

|  |
| --- |
| KnowledgeClick here to enter text.  |
| QualitiesClick here to enter text.  |
| Why do you want to work with T4CG?Click here to enter text.  |
| Additional information that may be relevant to our workClick here to enter text.  |

## Your most recent role

Please tell us about your current role.

|  |  |
| --- | --- |
| **Date started** | Click here to enter a date. |
| **Name and address of organisation** | Click here to enter text. |
| **Job title**  | Click here to enter text. |
| **Brief outline of duties** | Click here to enter text. |
| **Examples of giving good service in your current role** | Click here to enter text. |
| **Examples of your work (provide urls)** | Click here to enter text. |

## Other relevant roles

Please tell us about any recent work or voluntary experience which is particularly relevant to this post.

|  |  |
| --- | --- |
| **Date started** | Click here to enter a date. |
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| **Examples of giving good service in your current role** | Click here to enter text. |
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| **Brief outline of duties** | Click here to enter text. |
| **Examples of giving good service in your current role** | Click here to enter text. |
| **Examples of your work (provide urls)** | Click here to enter text. |

## Declaration of right to work in the UK

**Please note that if you are based in the UK we require you to have the appropriate right to work in the UK.**

[ ]  By ticking this box, I declare that I have the right to work in the United Kingdom.

I am aware that if an offer of employment is made to me, this will be subject to my providing proof of the right to work in the UK and failure to do so will result in this offer being withdrawn.

## Interview

Interviews will be arranged to take place via Zoom a few days after the closing date.

## References

Please give details of two referees. One should be the line manager from your present employer (paid or voluntary work). Referees should not be relatives or personal friends. References may be sought prior to short listing.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Address | Click here to enter text. |
| Telephone (day) | Click here to enter text. |
| Email  | Click here to enter text. |

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in dismissal.

|  |  |
| --- | --- |
| **Signed** | Click here to enter text. |
| **Date** | Click here to enter a date. |

**Please return this form to:** **info@togetherforthecommongood.co.uk**