

Organising Department Vacancy Application Form

IMPORTANT: PLEASE READ

This is a read only Google Doc form. To make a copy File > Make a Copy OR Download in an editable format.

To submit the application please:

1. Save your completed application form as a PDF with the file name <YOUR NAME, role> e.g. JANE SMITH Bradford CO.pdf
2. Send via email to commopscic@gmail.com with 'Application: <Location/Role>' as the subject line e.g. 'Application: Bradford CO'

1. VACANCY DETAILS

Which job are you applying for?

What is your current notice period (if applicable)?

Where did you hear about the job?

2. YOUR DETAILS

NAME	
ADDRESS	
TELEPHONE NUMBER	
MOBILE NUMBER (IF DIFFERENT)	
EMAIL ADDRESS	

3. YOUR INTEREST

3.1. WHY DO YOU WANT THIS JOB?
(200 words)

4. YOUR PREVIOUS EMPLOYMENT, VOLUNTARY ROLES & TRAINING/EDUCATION

4.1. PLEASE LIST

- All employment / voluntary roles in the last **2 years**.
- All other relevant employment / voluntary roles.

Please continue on a separate sheet if necessary.

Role 1	
Employer Name	
Address	
Position Held	
Employment type	Employee / Freelance / Voluntary / Other
Date from	
Date to	
Hours	
Main Duties	

Role 2	
Employer Name	
Address	
Position Held	
Employment type	Employee / Freelance / Voluntary / Other
Date from	

Date to	
Hours	
Main Duties	

Role 3	
Employer Name	
Address	
Position Held	
Employment type	Employee / Freelance / Voluntary / Other
Date from	
Date to	
Hours	
Main Duties	

Please tell us about any periods in the past 2 years not covered above

4.2. PLEASE LIST ANY RECENT AND ALL RELEVANT EDUCATION AND TRAINING
You can add extra rows if you need.

DATE FROM	DATE TO	COURSE TITLE & AWARDING BODY	SKILLS/QUALIFICATIONS GAINED

5. YOUR SKILLS & EXPERIENCE

EXPERIENCE

Please tell us how your previous employment, training or other experience makes you a good fit for the role.

(250 words maximum)

ABILITY

Please tell us, **using specific examples**, about:

1. How your verbal and written communication skills could help you in this role;
2. How your one-to-one motivational/persuasive skills could help you in this role;
3. The skills you have that would help you to develop and manage a team to produce results;
4. The skills you have that would help you to develop imaginative projects or action plans under pressure.

(400 words maximum)

ATTITUDES AND VALUES

Please outline, **using specific examples** where possible, how you:

1. Have an enthusiasm for knocking on doors and talking to strangers year-round;
2. Demonstrate a passion for fairness, equality and social/economic justice;
3. Maintain a high level of personal organisation;
4. Are self-motivated and adaptable.

(250 words maximum)

SITUATIONAL QUESTIONS

These questions are designed to test your organising intuition.

Please use bullet points to structure your answer.

You've been planning a protest for the last month against a local landlord who has mistreated an Community Operations C.I.C member. Half an hour before it's due to start, the member calls you to say that she can't attend the protest because she thinks the landlord will respond by increasing her rent as a punishment. What would you say to the member to persuade her to change her mind?

(150 words maximum)

A member you recruited recently attends your branch meeting. He begins to speak over other members and is not willing to listen to others who have a different opinion. You can see that some members are getting uncomfortable or frustrated. What do you do to defuse the situation?

(150 words maximum)

CHARACTER AND PERSONALITY

Please mark below how you feel about the following statements, on a scale of Strongly Disagree' to 'Strongly Agree'.

Please expand on your answers.

I thrive in a fast-paced, target-driven environment.				
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Please expand on your answer (150 words maximum).

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I am resilient in stressful situations.				
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

Please expand on your answer (150 words maximum).

6. REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions or cautions which you consider are not spent or actions pending? If Yes, please give details.	
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7. YOUR REFERENCES

7.1. PLEASE PROVIDE 2 REFERENCES, AT LEAST ONE OF WHOM SHOULD - WHERE POSSIBLE - BE A RECENT EMPLOYER

NAME	RELATIONSHIP TO YOU
TELEPHONE/MOBILE NUMBER	EMAIL ADDRESS
ADDRESS	

NAME	RELATIONSHIP TO YOU
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TELEPHONE/MOBILE NUMBER	EMAIL ADDRESS
ADDRESS	

8. DIVERSITY MONITORING

Community Operations C.I.C wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please complete [this form](#) to enter your information.

9. LEGALITIES & YOUR DECLARATION

ASYLUM & IMMIGRATION ACT 1996

Under Section 8 of the Asylum & Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are made a provisional offer, you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number or a passport/travel document/ letter from the Home Office.

Pre-Employment Health Checks

After successful candidates receive an offer of employment, we may ask you to complete a health questionnaire. This is in order for Community Operations C.I.C to make reasonable adjustments to support staff in their work, and will not affect the outcome of your application.

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. We will treat all personal information confidentially and in line with current data protection legislation. We rely on the lawful basis of considering an application for employment to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Data Protection

The information gathered from this application form will be held by the organisation in accordance with the Our Data Protection Policy and General Data Protection Regulations 2018.

When you complete this application form you are engaging with us in an agreement for possibly working with us (this is referred to as entering into a 'contract' for lawful data processing). Failure to provide us with the necessary personal information may result in us being unable to provide you with an interview if you were shortlisted.

As an applicant, you are entitled to request such data and other information relating to your application and/or selection from the organisation. Hardcopies of application forms will be stored with us securely for up to 6 months and then destroyed after this time.

Declaration

By completing this declaration, I consent to the collection, recording and use of the information, which I have provided in the way described above. I declare that to the best of my knowledge and belief all the information I have given on this form is correct and can be treated as part of any subsequent contract of employment.

Signed:

Date:

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.