## APPLICATION FOR EMPLOYMENT

Please complete this form electronically or using black ink only and email the completed form, along with your CV, to [jobs@justice.org.uk](mailto:jobs@justice.org.uk) by: **11pm, Sunday 19 May 2024.**

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| Position applied for | Engagement and Communications Officer |

**PERSONAL DETAILS**

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| Title | Surname | Forename(s) |
| Address | | |
| Telephone numbers: home  work (only if we may telephone you there)  mobile  Email: | | |
| Are there any restrictions on your continued residence or employment in the UK?  YES **□** NO **□** If yes, please give details: | | |
| What period of notice are you required to give to your present employer? | | |
| What is your current salary per annum? | | |
| If successful, when would you be able to commence work at JUSTICE? | | |
| Please note your availability for interview on 3 June 2024: | | |
| Where did you hear about this vacancy? | | |

**REASON FOR APPLYING**

Please explain why you would like to work for JUSTICE (no more than 300 words):

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**SPECIFIC AREAS OF EXPERIENCE**

Please evidence your experience using examples. The **STAR** method may be useful although not essential. This method starts with providing some information on the **S**ituation (the context) of your example before indicating what **T**ask (or activity, challenge or project) you were responsible for followed by telling us the **A**ction you took (what you did and how you did what you had to do). Finally, include the **R**esult (what was the consequence of the action you took). Please limit your words to **no more than 300 words per section below.**

1. Give one or two examples of an event(s) you organised that you are proud of (including links if appropriate).

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1. Give an example of your communications experience when delivering to wide and varied audiences.

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1. Detail your experience of managing or supporting a membership or individual fundraising programme, including implementing strategies to deliver income growth.

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1. Please describe your interest in social justice and human rights and how this might help you in this role.

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1. Please tell us any other information that you think we should know relevant to your application not detailed above (maximum 150 words – optional).

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**DATA PROTECTION STATEMENT**

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| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.  JUSTICE treats personal data collected during the recruitment process in accordance with its Data Protection Policy. Information about how your data is used and the basis for processing your data is available from our [Data Protection Representative [sburridge@justice.org.uk](mailto:sburridge@justice.org.uk)]. |

**DECLARATION**

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| I confirm that the above information is complete and correct and that any untrue or misleading information will give JUSTICE the right to terminate any employment offered. I understand that any offer of employment is subject to JUSTICE being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK and probationary period.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these. |

*The following pages will be detached from your application prior to it being considered.*

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| **NAME:** |
| **POSITION APPLIED FOR:** |

REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application. If you provide us with their email address, please do obtain your referee's permission.

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| **Current/last employment** | **Previous employment** |
| Name  Address  Postcode  Telephone  Email  Position held in relation to applicant | Name  Address  Postcode  Telephone  Email  Position held in relation to applicant |
| Referee can be contacted prior to offer being  made? YES/NO | Referee can be contacted prior to offer being  made? YES/NO |

**REHABILITATION OF OFFENDERS ACT 1974**

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| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?  YES **□** NO**□**  If yes, please give details of date(s), offence(s) and sentence(s) passed:  The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:  Please also confirm that you are not listed on either of the following (as appropriate):  **□** I confirm that I am not listed on the children's barred list.  OR  **□** I confirm that I am not listed on the adults' barred list.  AND  **□** I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.  *The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.* |

**EQUALITY MONITORING**

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| We aim to be an equal opportunities employer and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. *To assist us in monitoring the operation of our Equality Policy, and for no other reason, please answer the following questions. (Tick box where appropriate.)*  **SEX**  MALE **□** FEMALE **□** INTERSEX **□** NON-BINARY **□** PREFER NOT TO SAY **□**  If you prefer to use your own term, please specify here …………………….  **AGE**  16-24 **□** 25-29 **□** 30-34 **□** 35-39 **□** 40-44 **□** 45-49 **□**  50-54 **□** 55-59 **□** 60-64 **□** 65+ **□** PREFER NOT TO SAY **□**  **DISABILITY**  Do you consider that you have a disability or health condition?  YES **□** NO **□** PREFER NOT TO SAY **□**  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with the manager running the recruitment process.  **ETHNICITY**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.  **White:** ENGLISH **□** WELSH **□** SCOTTISH **□** NORTHERN IRISH **□** IRISH **□**  BRITISH **□** GYPSY OR IRISH TRAVELLER **□** PREFER NOT TO SAY **□**  ANY OTHER WHITE BACKGROUND please specify here …………………….  **Mixed/multiple ethnic groups:** WHITE AND BLACK CARIBBEAN **□** WHITE AND BLACK AFRICAN **□**  WHITE AND ASIAN **□** PREFER NOT TO SAY **□**  ANY OTHER MIXED BACKGROUND please specify here…………………….  **Asian / Asian British:** INDIAN **□** PAKISTANI **□** BANGLADESHI **□** CHINESE **□** PREFER NOT TO SAY **□**  ANY OTHER ASIAN BACKGROUND please specify here…………………….  **Black / African / Caribbean / Black British:** AFRICAN **□** CARIBBEAN **□** PREFER NOT TO SAY **□**  ANY OTHER BLACK / AFRICAN / CARIBBEAN BACKGROUND please specify here…………………….  **Other ethnic group:** ARAB **□** PREFER NOT TO SAY **□**  ANY OTHER ETHNIC GROUP please specify here…………………….  **SEXUAL ORIENTATION**  HETEROSEXUAL **□** LESBIAN **□** GAY **□** BISEXUAL **□** PREFER NOT TO SAY **□**  If you prefer to use your own term, please specify here …………………….  **RELIGION**  NO RELIGION OR BELIEF **□** CHRISTIAN **□**  BUDDHIST **□** HINDU **□** JEWISH **□** MUSLIM **□** SIKH **□** PREFER NOT TO SAY **□**  ANY OTHER RELIGION please specify here …………………….  **CARING RESPONSIBILITIES**  Do you have caring responsibilities? If yes, please tick all that apply.  None **□** Primary carer of a child/children (under 18) **□**  Primary carer of disabled child/children **□** Primary carer of disabled adult (18 and over) **□**  Primary carer of older person **□** Secondary carer (another person carries out the main caring role) **□**  Prefer not to say **□** |

Thank you for applying.