

**Application for the post of:** Communications, Engagement & Projects Officer

**PLEASE COMPLETE ALL QUESTIONS ON THIS APPLICATION FORM AS NO ADDITIONAL PAPERS OR CV’s WILL BE CONSIDERED BY THE INTERVIEW PANEL**

This page is used for monitoring purposes only and will not be seen by members of the selection panel until after the shortlisting process has been completed. Please answer all questions fully.

# Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# First Name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone:(home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EQUAL OPPORTUNITIES:**

As an equal opportunities employer, we need to monitor the implementation of our policy. The information you give below is used for statistical purposes only, which is given to our funders, if required, and produced in organisational reports.

Please ✓ answers as appropriate

1. **Gender**: Male 🞎 Female 🞎

2. **Are you disabled?**  Yes 🞎 No 🞎

Do you have any special requirement? (e.g. minicom)

3. Choose one section (a) – (e) then indicate your appropriate cultural background:

Ethnic group:

|  |  |  |  |
| --- | --- | --- | --- |
| (a**) White** |  | (b) **Mixed** |  |
| British | 🞎 | White & Asian | 🞎 |
| Irish | 🞎 | White & Black African | 🞎 |
| Any other White background | 🞎 | White & Black Caribbean | 🞎 |
|  |  | Any other mixed background | 🞎 |
| (c) **Asian or Asian British** |  | (d) **Black or Black British** |  |
| Bangladeshi | 🞎 | African | 🞎 |
| Indian | 🞎 | Caribbean | 🞎 |
| Pakistani | 🞎 | Any other Black Background | 🞎 |
| Any other Asian background | 🞎 |  |  |
|  |  |  |  |
| (e) **Chinese or other Ethnic Group** |  |  |  |
| Chinese | 🞎 |  |  |
| Any other | 🞎 |  |  |

4. Where did you see the position advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I declare that to the best of my knowledge all parts of this form have been completed and are accurate.

Signature ……………………………………..Date ………………………………

### [For Employer] Candidate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION FORM

1. Position applied for:  **Communications, Engagement & Projects Officer**

**2.** Have you ever been convicted of a criminal offence? YES/NO

(Declaration subject to the Rehabilitation of Offenders Act)

Is your conviction spent? YES/NO

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3.** **Education:** | | Dates | | Examinations | |
| (Schools attended from age 11) | | From | To | (subjects/results) | |
|  | |  |  |  | |
| **4.** **Further** **Education:** | | Dates | | Qualifications | |
| (Place of Education) | | From | To | (subjects/results) | |
|  | |  |  |  | |
| **5. Community/Volunteer Experience**  (Please give details, include any public duties undertaken (e.g. Local Councillor) | | | | | |
| Name of Organisation | Address | | | | Duties |
|  |  | | | |  |

**6.** **Present or Last Employment:**

##### Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date appointed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Present Salary p.a. £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period of notice required \_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of duties undertaken:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7.** **Employment Record** - Please list in chronological order | | | | |
| Name/Address of Employer | Position held | From | To | Reason for leaving |

**8.** **Statement of Suitability**

State briefly the reason why you consider that your experience, skills and abilities render you suitable for the position for which you have applied, paying particular attention to the Job Description and Person Specification.

(Please expand this section if required)

**9. Referees:**

Please give details of two referees at least one from present or last employment, who we can approach if the position is offered to you.

Name: Name:

Position: Position:

Address: Address:

Tel.No. Tel. No.

Fax. No. Fax. No.

Email: Email:

**Return to:** info@healthwatchsutton.org.uk by midnight on Sunday 2nd November 2025.

Any queries, please contact Pete Flavell at pete@healthwatchsutton.org.uk or call on 07726 543440