**APPLICATION FOR EMPLOYMENT**

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| **AD1353 Communications Assistant** |

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| **PERSONAL DETAILS** | | | | | |
| **Title** |  | | **Surname:** | | |
| **First Name(s):** | | |
| Address (For correspondence)  Postcode | | | | | National Insurance No:  Nationality:  Telephone Number(s):  Mobile:  Home:  Work:  e-mail:  May we contact you at work? Yes/No |
| **The following details on this page will be used to sift your application using essential and desirable criteria.** | | | | | |
| **QUALIFICATIONS/EDUCATION / DATES** | | | | | |
| Undergraduate Degree | |  | | | |
| Post-graduate Degree | |  | | | |
| Doctorate | |  | | | |
| **COMPETENCIES/SKILLS/KNOWLEDGE**  (Please provide a summary of how you meet these criteria) | | | | | |
| **Essential:** | | | | | |
| BA or equivalent experience in Journalism/English/Communications/Marketing or similar  OR  BSc in Biology/Geography or similar. | | | |  | |
| Experience of working in a communications or marketing setting. | | | |  | |
| Experience of planning and producing high quality communications and graphics content – including news and blogs, social media graphics and marketing content – for various audiences. | | | |  | |
| Experience of using website content management systems and social media platforms (Twitter, LinkedIn, Facebook). | | | |  | |
| Experience of team administration/ assistance (eg. research, metrics reporting, organising meetings, calendar management, liaising with suppliers). | | | |  | |
| **Desirable:** | | | | | |
| Experience creating and editing video content for a variety of platforms and audiences. | | | |  | |
| Experience of basic design software (such as Canva) and social media management tools. | | | |  | |
| Experience of managing social media accounts. | | | |  | |
| Experience of event communications planning and implementation. | | | |  | |
| Experience of working with, or in close collaboration with, organisations in the biodiversity, conservation and/or development sector at a national or international level. | | | |  | |

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| **HOW DID YOU FIND OUT ABOUT THIS VACANCY? (Please tick)** | | | | | | | | |
| Advertisement (please state publication): | | |  | | Network Email: | |  | |
| UNEP-WCMC Web Page: | | |  | | Agency: | |  | |
| Other (Please state): | | | | | | | | |
| THE IMMIGRATION AND ASYLUM ACT 1996 | | | | | | | |
| **All candidates must complete this section giving details of their right to work if they are to be considered for interview.**  **You will be asked to send a scan of your right to work evidence at the point of invitation to interview. The interview will not go ahead unless we receive this information in advance of the interview**   1. Do you need a work permit to work in the UK? **Yes / No** (please delete as appropriate) 2. If **“YES”** Please give details of your current visa, residency and status **here:**   (Your right to work must be appropriate to the role you are applying for i.e. if you are applying for a full time role you must have the right to work full time for the full duration of the contract term.)  **Interviewees will also be asked to bring original copy of their passport, birth certificate or other appropriate right to work evidence to interview.** | | | | | | | |
| **MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | | | |
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| **EMPLOYMENT HISTORY** | | | | | | | |
| **CURRENT/MOST RECENT EMPLOYER** | | | | | | | |
| **Employer name & address:** | | | | **Please summarise duties/responsibilities and state the reasons for leaving this employment:** | | | |
| **Position held:**  (Please indicate if this is Full time or Part time) | | | |
| **Start date:** | | | |
| **Leaving date** (If applicable): | | | |
| **Notice period:** | | | |
| **Current/last salary:** (Indicate Overtime and Bonus  Payments Separately)  **Current benefits:** | | | |
| **PREVIOUS EMPLOYERS (Most recent first)** | | | | | | | |
| **From**  (MM/YY) | **To**  (MM/YY) | **Position held, full or part time, employer name & address** | | | | **Summary of duties & reason for leaving** | |
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| **EDUCATION / TRAINING** | | | | |
| You will be required to produce documentary evidence of qualifications obtained. If still undertaking any studies, please indicate the date when the result is likely to be known | | | | |
| **Dates**  **From** | **To** | **Universities, Colleges & Schools** | **Details of Subjects & Levels Studied** | **Results** | |
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| **Please provide a detailed account of why you think you would be suitable and have the right skills for the position applied for.** |

| REFERENCES | |
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| We require two referee details for your current/most recent employment to date. Email addresses must be from a **work email address** for that organisation and not a personal one. Both referees must be either a line manager, supervisor or HR Team. If you cannot provide two employer referees, i.e. if you have only just graduated then you may use an academic reference. | |
| **1st Current/Most Recent Employer:**  Name:  Address:  Telephone:  Work E-mail:  Job Title:  In what capacity do you know the referee: | **2nd Most Recent Employer:**  Name:  Address:  Telephone:  Work E-mail:  Job Title:  In what capacity do you know the referee: | |

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| **AVAILABILITY** It is not normally possible to alter interview dates to suit individual requirements. |

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| **DECLARATION**  I declare that the information given in this document is correct to the best of my knowledge and belief. I understand that any wilful mis-statements render me liable to disqualification or to dismissal, if engaged.  I consent to the information I provide being kept on file and processed for recruitment purposes in accordance with the Data Protection Act 1998.  Signature: . . . . . . . . . . . . . . . . . . . . . . . Date:. . . . . . . . . . . . . . . . . . .  (if sent by email we will accept your email account name as a substitute signature) |

**Forms can be emailed to** [**recruitment@unep-wcmc.org**](mailto:recruitment@unep-wcmc.org) **or posted to**

**The People Team, UNEP-WCMC, 219 Huntingdon Road, Cambridge, CB3 0DL, UK.**

**Please attach your Curriculum Vitae.**