**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 similarORBSc 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** **or posted to**

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

**Please attach your Curriculum Vitae.**