Please complete this form in full and return it to us by not later than noon on the closing date of 10 September 2018, preferably by email to [info@transparencyproject.org.uk](mailto:info@transparencyproject.org.uk) with the phrase ‘project co-ordinator’ in the subject line. If you need to send your form by post please send to Lucy Reed, c/o St John’s Chambers, 101 Victoria Street, Bristol BS1 6PU.

FULL NAMES

ADDRESS

PHONE NO

EMAIL

QUALIFICATIONS, TRAINING AND EDUCATIONAL HISTORY

EMPLOYMENT HISTORY (INCLUDING CURRENT EMPLOYMENT IF RELEVANT)

RELEVANT EXPERIENCE (IF NOT COVERED UNDER EMPLOYMENT)

YOUR EXPLANATION OF HOW YOU THINK YOU MATCH THE PERSON SPECIFICATION

Please describe below how you are able to demonstrate the skills, abilities or experience required.

YOUR EXPLANATION OF WHY YOU HAVE APPLIED FOR THIS POST

PLEASE LET US KNOW IF YOU HAVE ANY RELEVANT UNSPENT CONVICTIONS

PLEASE SET OUT HOW YOU WOULD LIKE TO SPREAD THE REQUIRED HOURS IN A TYPICAL WEEK

IF JOB SHARE IS PROPOSED PLEASE PROVIDE DETAILS OF HOW YOU ANTICIPATE THIS WOULD WORK AND WHO YOUR PROPOSED CO-WORKER WOULD BE

PLEASE LET US KNOW HERE IF YOU ARE DISABLED AND REQUIRE ANY REASONABLE ADJUSTMENTS FOR INTERVIEW OR OTHERWISE (INTERVIEW WILL BE CONDUCTED VIA VIDEO CALL SUBJECT TO ANY REASONABLE REQUIREMENTS)

PLEASE PROVIDE NAME AND CONTACT DETAILS FOR TWO REFEREES AND DETAILS OF HOW YOUR REFEREES KNOW YOU

FIRST REFEREE

Email address:

Telephone no:

SECOND REFEREE

Email address:

Telephone no:

MAY WE CONTACT YOUR REFEREES STRAIGHT AWAY OR SHOULD WE WAIT?

PLEASE PROVIDE YOUR AVAILABILITY / PREFERENCES FOR INTERVIEW WEEKS COMMENCING 24 SEPTEMBER OR 1 OCTOBER. (PLEASE SPECIFY WHETHER YOU ARE AVAILABLE MORNING, AFTERNOON OR EARLY EVENING – WE WILL BE AS FLEXIBLE AS POSSIBLE BUT NEED TO WORK AROUND THE COMMITMENTS OF THE INTERVIEWEES AND THE INTERVIEW PANEL). ALL INTERVIEWS MUST BE CONDUCTED WITHIN THIS TIMESCALE.

IF YOU WERE TO BE OFFERED THE JOB WHEN WOULD YOU BE ABLE TO START?

DATA PROTECTION :

WE WILL USE THE INFORMATION YOU HAVE PROVIDED ONLY FOR THE PURPOSES OF PROCESSING YOUR JOB APPLICATION. IF YOU ACCEPT A POST WE WILL USE IT FOR STAFF MANAGEMENT PURPOSES.

Please add your name here and date this form to show that the information you have given in your application is correct to the best of your knowledge.

Signed Date