**Application for Employment**

**Digital Marketing and Content Coordinator**

This form must be completed in full by all applicants and returned by **10am, Monday 29 April 2024** to Amanda Salmon, Head of Operations and Commercial at [amanda@nationalcentreforwriting.org.uk](file:///C%3A%5CUsers%5CStephanie.McKenna%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CIL3AP125%5Camanda%40nationalcentreforwriting.org.uk)

There are three parts to your application: personal details, CV and references, and a personal statement. Further explanation of each section is given below.

**Part 1: Personal details**

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| **Last name(s):**  |  |
| **First name(s):**  |  |
| **Address:**  |  |
| **Email address:**  |  |
| **Contact phone number:** |  |

**Do you have a disability, long-term illness (mental or physical), on-going medical condition or treatment that we should be aware of?**

[ ]  Yes

[ ]  No

If yes, please give brief details of your disability and any reasonable adjustments you anticipate we would need to make to your workplace or equipment to undertake the duties outlined in the job description or that you consider necessary to attend interview.

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**Do you identify as a member of the Global Majority community?**

[ ]  Yes

[ ]  No

**Working in the UK**

Please tick below to confirm that:

[ ]  I confirm that I am legally entitled to work in the UK and do not require a work permit.

[ ]  I confirm that I am not disqualified from working with children and/or included on the DfES List 99.

**Do you have any past unspent criminal convictions?**

[ ]  Yes

[ ]  No

If yes, the details of the criminal offence(s) must be listed on a separate sheet of paper, together with any cautions or bind-overs, pending criminal convictions, any pending criminal actions, or court hearings against you, and enclosed with this form in a sealed envelope marked ‘confidential’, or as a separate email attachment marked ‘confidential’.

**Have you ever been dismissed from any post (whether paid or voluntary) or disciplined by any employer for any conduct involving dishonesty, fraud, or theft?**

[ ]  Yes

[ ]  No

If yes, please give details on a separate sheet of paper and enclose with this form in a sealed envelope marked ‘confidential’, or as a separate email attachment marked ‘confidential’.

**Declaration**

I confirm that all the information provided by me as part of my application is true to the best of my knowledge and acknowledge that if any information I have provided turns out to be false, or knowingly omitted or concealed, my application may be withdrawn from the recruitment process.

If you have provided inaccurate or incomplete information and have already been offered the post, the offer may be withdrawn and if you have begun work, you may be dismissed at any time, without notice.

Signature: Date:

**Part 2: CV and References**

As part of your application, you should include a complete and up to date curriculum vitae that includes the following details:

* Your educational qualifications, including any exams taken, dates and results, plus postgraduate qualifications, and professional training. Please do not include the name of the institutions (university/college) from which your qualifications/awards came
* Your full work history post-16, including details of your employers, salary level, dates of employment, plus roles and responsibilities for each, and reasons for leaving.
* If you have any periods of time post-16 in which you were not working or in full-time education, please give details. This might include periods volunteering, raising a family, travelling etc.
* Any additional substantial personal achievements or activities outside work and formal education which demonstrate your broader interests or personal qualities.
* Two referees. One of the two must be your current employer (if applicable). Please provide their names and positions, and as many contact details as you can. We will not request references unless a job offer is made, but any offer is made subject to satisfactory references being received.

**Part 3: Personal Statement**

Please provide us with a detailed personal statement of **no more than 1500 words**, which includes the following:

* Details of 2 relevant campaign examples from your previous experience
* What attracted you to this post, why you want it and what appeals to you about working as Digital Marketing and Content Coordinator for the National Centre for Writing
* Why you feel you are the best person for this post, including details of your qualities, skills, experience, and knowledge that are relevant to this post. You should make sure you clearly address each separate point within the person specification, demonstrating how your experience relates to each point and illustrating with specific examples.
* What your approach to this job would be and what you would hope to achieve during your time here.

No specific format is necessary, and you are encouraged to make this statement your own, reflecting your own personality and putting your case for why you should be interviewed. You should also give the recruiting panel a strong idea of how you would approach the role.

If you are selected for interview you will asked to present a portfolio of work at this point.