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**Job Application Form**

Thanks so much for your interest in working for Young Women’s Trust. As part of our commitment to a fair and transparent recruitment process we ask all applicants to complete this form which asks questions relevant to the role you are applying for.

**About this form: (please read prior to completing)**

Only information in this application form will be considered. We will not review separate documents (such as CVs) or links to social media (such as LinkedIn profiles).

Please answer the questions in a way that fully demonstrates your skills, experience and achievements. Use the person specification, detailed in the Job Description, to understand what we are looking for.

As part of our monitoring process, we would also like to ask you to complete the questions on this online form (<https://www.surveymonkey.co.uk/r/B3J8YPL>). It is anonymous and the answers will not be associated with your application.

**Your details**

|  |  |  |
| --- | --- | --- |
| Name |  | |
| e-mail address |  | |
| Phone number |  | |
| Home address |  | |
| I confirm that I have the right to work in the UK. (Y / N) | |  |

**Which role are you applying for?**

|  |
| --- |
|  |

**Please answer the following questions, making sure that you tell us about your skills and experience for the role you’re applying for.**

|  |
| --- |
| 1. Why are you interested in applying for this role, and why do you think you would be a good match for it? (300-500 words) |
|  |
| 1. Please give example(s) of a time where you have used your creativity combined with technical knowledge across Finance, HR or IT to identify and analyse a problem, work with colleagues across teams to devise and secure approval for the solution, and implement it successfully. |
|  |
| 1. The postholder needs to capably manage considerable complexity across a range of demands. Please give us an example of how you have managed a support team to deliver business as usual, planned project work and responses to urgent matters whilst maintaining quality/staying within budget (300-500 words) |
|  |

**Employment History**

**Please provide information regarding experience relevant to this role**

Please provide brief details of all roles held within the last 10 years, including unpaid or voluntary work, starting with your current or most recent employer. It’s fine if you haven’t got 10 years work experience – just include what you have got. Also don’t worry if you have gaps in your employment history – we know taking time out of work is sometimes necessary and can lead to gaining valuable skills and experience. Please add in additional rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from**  Month/year | **Date to**  Month/year | **Name of employer** | **Job title and your main responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Your education/training**

We welcome applications from candidates without formal qualifications however there may be courses you’ve taken or qualifications you’ve achieved that you think are important and relevant to this application. If so, please give details below. Please add in additional rows as required.

|  |  |  |
| --- | --- | --- |
| **Name and location of academic institution or training provider** | **Qualifications gained** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |

Some roles are subject to a DBS check – this is only requested when it is both proportionate and relevant to the position concerned. We treat job applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. For further information please ask to see our policy statement on the recruitment of ex-offenders.

**END OF APPLICATION FORM**

**Please return this completed form to** [**recruitment@youngwomenstrust.org**](mailto:recruitment@youngwomenstrust.org) **by Sunday 9 April 5pm**