# Guidance notes – Applicant Statement Form Part 2

Please read these notes carefully **before** completing the application form.

1. Complete all sections of the application form and follow the instructions carefully.

2. **Please do not send your CV** as this will not be accepted in place of, or in addition to, a completed application form.

3. You will be expected, as part of the recruitment process, to prove your right to live and work in the United Kingdom. If you are not a UK/EU/EEA/Swiss citizen please state your visa status in section 3 of the form.

4. It is our aim to appoint the best candidate for each vacancy. To do this fairly, we need all applicants to provide as much relevant information about themselves as possible. **This information should be based on the items listed in the job description and person specification**, which are regarded as essential to do the job. The recruitment panel cannot make any assumptions about your knowledge, skills and abilities.

5. Section 5 on the application form (your supporting statement) is the most important part of your application and should be used to tell us **why you are applying for the job** and how you think you meet **all the criteria** listed in the **person specification**. If you fail to do this, you will not be shortlisted. Please illustrate your statement with examples drawn from your knowledge, experience, skills and achievements gained in past employment or other activities relevant to the job. **If you do use initials or acronyms please ensure you spell them out so we know what they mean. Please do not provide personal information within your personal statement where it is not relevant to your application.**

6. Completed application forms for the Administrator position with Reconciliation Initiatives must be received by **10.00am UK time on Monday, 2 September 2019.**

7. Send your completed application forms parts 1 and 2 by email to [recruitment@reconciliation-initiatives.org](mailto:recruitment@reconciliation-initiatives.org), with the subject: **Job application: Reconciliation Initiatives**. Your Applicant Information Form (Part 1) will need to be submitted as a scanned document showing your signature. Your Applicant Statement Form (Part 2) should be submitted as a Word document.

8. You will receive an email acknowledgement from us when we receive your application. If you have not heard from us within three working days of sending the application to us, please email [recruitment@reconciliation-initiatives.org](mailto:recruitment@reconciliation-initiatives.org). After shortlisting has taken place, you will be notified by email of the outcome of your application.

9. Interviews will be held on Monday 9 September at Coventry Cathedral, unless we let you know otherwise**.**

10. It is not necessary to provide references at the application stage. We will request references from shortlisted candidates before the interview.

11. If you have questions about the advertised position, please contact Alastair McKay at [director@reconciliation-initiatives.org](mailto:director@reconciliation-initiatives.org).

**Applicant Statement Form**

Top of Form

|  |  |
| --- | --- |
| Post applied for | **Administrator, Reconciliation Initiatives** |

**1)** **Education and Professional Qualifications** (add rows if needed)

|  |  |  |
| --- | --- | --- |
| Year | College/Institution/Professional Body | Subjects and Qualification |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2) Training Courses attended, relevant to the position** (add rows if needed)

|  |  |
| --- | --- |
| Year | Course Title |
|  |  |
|  |  |

**3) Employment History**

**Details of present or most recent employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Dates employed |  |
| Address |  | Position and final salary |  |
| Notice period |  |
| Brief description of main duties, responsibilities and key achievements. | |  | |
| Reason for seeking new employment | |  | |

|  |
| --- |
| **You must complete the following section on eligibility to work in the UK**  As this post is UK based, non-EC/EEA/Swiss nationals will require current and valid permission to work in the UK.  Please detail below your eligibility to work in the UK (work permit status, type of visa, etc) – you will be required to produce evidence of your eligibility prior to commencing your employment with Reconciliation Initiatives. |
| **Please amend or highlight as appropriate**  I currently have the right to work in the UK Yes / No  I currently have a visa that provides me the right to work in the UK Yes / No  I would require a visa to provide me the right to work in the UK which I currently do not hold Yes / No  I would require sponsorship to work in the UK Yes / No  Other (please give details): |
| If appointed, when will you be able to take up the position?: |

Please give the details of your remaining employment history in reverse date order, with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer** | **Position and final salary** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4) Knowledge of Languages**

|  |  |  |
| --- | --- | --- |
| Language | Level of fluency: Written | Level of fluency: Spoken |
| English  Other (please specify) |  |  |

**5) Supporting Statement**

|  |
| --- |
| **This is the most important part of your application.** Please use this section to tell us **why you are applying for the job** and how you think you meet **all the criteria** listed in the **person specification**. If you fail to do this you are unlikely to be shortlisted. Please illustrate your statement with examples drawn from your skills, knowledge and achievements gained in past employment or other activities **relevant to this particular role at Reconciliation Initiatives.** If you do use initials or acronyms please spell them out so we know what they mean.  Please refrain from including personal information that is not relevant to your application. You do not need to include your name or contact details in this section.  Please continue onto second sheet if necessary. **Please do not exceed two sides of A4, at a minimum font size of 10 pt in Arial.** |
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