Text

Description automatically generated

## Application Form

**Please email this form to** [**applications@reprieve.org.uk**](mailto:applications@reprieve.org.uk) **by 23:59 on Thursday 5 October 2023.**

Please note: Reprieve does not ask for some specific details (for example the university/school you attended) to promote a fair recruitment process. Please read all questions carefully, and only provide the information asked for.

|  |  |
| --- | --- |
| **Role applied for:** | Office and Executive Support Officer |

## Employment or volunteering history – in chronological order with the most recent first.

|  |  |  |
| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Relevant training, professional qualifications or work related skills (for example languages, shorthand, etc):** | **Provide details on how this training/skill is relevant to the role you are applying for** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**If a qualification is required for a role it is Reprieve’s policy to verify the qualifications of the successful applicant. You may be asked for your consent for these checks at a later stage in the process.**

**Key criteria**

Please answer each section in no more than 100 words.

Please say how you think you satisfy each of the criteria below in turn, giving examples where possible. You can refer to experience you have gained in paid employment, voluntary or campaigning work, life experience and/or special interests relevant to the **post.**

|  |
| --- |
| * Extensive experience in providing executive support to senior management |
|  |
| * Experience of complex trip planning within tight budgets |
|  |
| * Sound judgment and discretion with respect to highly confidential and sensitive information |
|  |
| * Experience managing office supplies and contractors |
|  |
| * Experience in diary management and supporting busy schedules |
|  |

## Supporting statement

Please explain why you are applying for this post, and if you have experience relating to any of the other criteria in the person specification. If you have transferable skills, please use this section to show how these are relevant to the job description.

Please limit your answer to 500 words.

***TO BE DETACHED PRIOR TO SHORTLISTING***

## Personal details

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**References**

Please give the details of two referees, stating how long you have known them. They should be your current and most recent employer. We will only contact referees if you are offered the position and have given your consent.

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email:** | **Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Time/capacity they have known you:** | **Time/capacity they have known you:** |
|  |  |

|  |  |
| --- | --- |
| **Other details** |  |
| What is the notice period required in your present job? |  |
| Is your current role your sole regular employment? | Yes/No |
| Do you have the current right to work in the UK? | Yes/No |
| Where did you see the advertisement for the job? |  |
| Do you feel that you need a reasonable adjustment linked to the Equality Act for interviews or written exercises?  Please note that this information will not be shared with staff involved in assessing applications |  |
| If "yes", please give details: | |
| **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  **Signature (or type your name here):**  **Date:**  Note: Any false, incomplete or misleading statements may lead to dismissal should this application lead to an offer of employment | |