

## APPLICATION FORM

**PLEASE RETURN BY 23:59 on 21 April 2024**

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.

|  |  |
| --- | --- |
| **Name:** |   |
| **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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**HOW YOU FULFIL THE KEY CRITERIA**

**Please answer each section with no more than 100 words.**

**Please give examples on how you think you satisfy**

**each of the ESSENTIAL CRITERIA below in turn:**

|  |
| --- |
| * Extensive experience in providing executive support to senior management or in office management
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|  |
| * Ability to proactively and autonomously manage projects, from their inception to completion
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|  |
| * Ability to manage and prioritise competing demands
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|  |
| * Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods
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|  |
| * Experience working with IT providers and providing IT and systems troubleshooting support
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|  |

**DESIRABLE CRITERIA**

Please say if and how you meet any of the desirable criteria below (in no more than 300 words), giving examples where possible, including any transferable skills relevant to the post you are applying for.

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|  |

**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.**

## STATEMENT IN SUPPORT OF APPLICATION

Please provide any further, relevant information in support of your application (maximum 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 |