




+44 (0) 1865 403 334 
www.climateoutreach.org 
info@climateoutreach.org 
The Old Music Hall 
106-108 Cowley Road
Oxford OX4 1JE, UK

Climate Outreach are Europe's leading climate communication experts

Application form for Administrative Assistant

Please complete in word (please do not .pdf) and email to: recruitment@climateoutreach.org using your name in the filename for the attachment.

Deadline: Midnight Friday 22 December 2017

Successful candidates will be contacted to arrange an interview via email. Interviews will be held on **week commencing 15 January 2018**

WHERE AND HOW DID YOU HEAR ABOUT THIS VACANCY (for recruitment monitoring purposes)

PERSONAL DETAILS

Title (Mr, Mrs etc.)

First Name(s)

Family Name

Contact Address

Contact Numbers

Email

I declare by submitting this form that all information given is, to the best of my knowledge true and complete. I understand that if I submit any information that I know is false, or if I withhold any relevant information, this may lead to rejection of my application or if I have already been appointed, my dismissal.

Signed:

Date:

(Please type name if submitting by email to confirm your declaration.)

BACKGROUND TO YOUR APPLICATION

Please use this page to tell us how you think you fit the basic **person specification** for the post.

We strongly advise you to reply to each essential point of the Person Specification. Please do not write more than 500 words (attach an additional sheet if necessary)

CRIMINAL RECORD

Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1974 and/or (Northern Ireland) 1979.

WORK PERMIT

If you need a work permit you will need to provide it before starting work. All candidates will be asked to provide proof that they are eligible to work in the UK e.g. passport

Do you need a work permit to work in the UK?

REFEREES

Please supply the details of two referees (unrelated to you). They will only be contacted after a successful interview.

NAME:
JOB TITLE:
ORGANISATION:
ADDRESS:

NAME:
JOB TITLE:
ORGANISATION:
ADDRESS:

TEL:
EMAIL:
RELATIONSHIP

TEL:
EMAIL:
RELATIONSHIP

DECLARATION

In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed in accordance with the Climate Outreach policy for the purposes of volunteering and recruitment. I understand that if selected, this application form will remain part of my personal file and that if I am short-listed, but not selected, it will be stored for up to 1 year then destroyed.

I declare that the information contained in this form is true and accurate.

SIGNATURE

DATE

MONITORING INFORMATION

The following information is collected as part of our commitment towards achieving equality of opportunity in our employment practices. The information you provide is confidential and will be removed from the above application form upon receipt.

You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we should hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application in any way. Please do not write your name on this form.

POST APPLIED FOR :

2. GENDER

I am (please tick, or underline): Male Female

3. AGE

3. ETHNIC ORIGIN

We appreciate that some people, including those of mixed race, may not be happy with the classifications used on monitoring forms. The classifications below are those currently recommended by the Commission for Racial Equality. If you wish to classify yourself in some other way, please use the additional space provided to do so.

A: WHITE

British
 English
 Scottish
 Welsh
 Northern Irish
 Irish
 Any other White background, please write in

B: MIXED

White & Black Caribbean
 White & Black African
 White & Asian
 Any other Mixed background, please write in

C: ASIAN, ASIAN BRITISH, ASIAN SCOTTISH, ASIAN WELSH OR ASIAN NORTHERN IRISH

Indian
 Pakistani
 Bangladeshi
 Any other Asian Background

D: BLACK, BLACK BRITISH, BLACK ENGLISH, BLACK SCOTTISH, BLACK WELSH OR BLACK NORTHERN IRISH

Caribbean
 African
 Any other Black background

E: CHINESE, CHINESE BRITISH, CHINESE SCOTTISH, CHINESE WELSH OR CHINESE NORTHERN IRISH

Chinese

F: OTHER ETHNIC GROUP

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5. DISABILITY

- a) I do have a disability / do not have a disability (please delete)
- b) I would require / would not require any special adaptations/ equipment to take up the placement (please specify)