# 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 a citizen of another country, please state your eligibility in section 3 of this form.

4. It is our aim to appoint the best candidate for this 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 of this 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 use initials or acronyms please you spell them out on the first occasion so that we know what they mean. Please do not provide personal information within your statement form which is not directly relevant to your application.**

6. Completed application forms for the Administrator position with Reconciliation Initiatives must be received by **9.00am UK time on Monday, 13 February 2023.**

7. Send your completed application form, parts 1 and 2, by email to administrator@reconciliation-initiatives.org, with the subject: **Administrator Job Application**. Your Applicant Information Form (Part 1) will need to be submitted as a scanned PDF 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 two working days of sending the application to us, please email administrator@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 20 February, at St Michael’s House, 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 our Executive Director, Alastair McKay, at director@reconciliation-initiatives.org, or our current Administrator, Debbie Niblett, at administrator@reconciliation-initiatives.org. Either of us is happy to fix a time for an informal conversation.

**Applicant Statement Form (Part 2)**

Top of Form

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

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

|  |  |  |
| --- | --- | --- |
| Year | College / Institution / Professional Body | Subject(s) 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  |  |
| Current or 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 based in the UK, other nationals will require current and valid permission to work in the UK.Please detail below your eligibility to work in the UK. You will be required to produce evidence of your eligibility, such as a colour scan of your passport and visa, 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. Add rows if needed.

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

**4) Knowledge of Languages**

|  |  |  |
| --- | --- | --- |
| **Language** | **Level of fluency: Written** | **Level of fluency: Spoken** |
| EnglishOther (please specify) |  |  |

**5) Supporting Statement**

|  |
| --- |
| **This is the most important part of your application.** 1. Please use this section to tell us 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 with Reconciliation Initiatives**.**
2. Please also tell us **why you are applying for this job** and what you think you will bring to this role with Reconciliation Initiatives.

If you use initials or acronyms, please spell them out on the first occasion so that we know what they mean.Please do not provide personal information here which is not directly relevant to your application. This includes your name and contact details.Please continue onto a second sheet if necessary. **Please do not exceed two sides of A4, at a minimum font size of 10 pt in Arial.** |
|  |