**APPLICATION FOR THE POSITION OF**:

EVENTS & FAMILY OFFICER

**CONTACT DETAILS**

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| EMAIL |  |
| PHONE (daytime) |  (voice/minicom)  |
| PHONE (evening) |  (voice/minicom) |
| MOBILE |  (voice/text ) |

**REFEREES DETAILS**

|  |  |
| --- | --- |
| **REFEREE 1** NAME AND ADDRESSEMAILPHONEMOBILE |  |
| **REFEREE 2** NAME AND ADDRESSEMAILPHONEMOBILE |  |
| DATE OF LAST DBS CHECK |  Enhanced/Standard *\* delete as applicable* |

This role will be subject to a criminal record check through the Disclosure and Barring Service (DBS). We will request an Enhanced Check, and a check against the adults and children’s barred list.

This means that we will see details of any unspent convictions, as well as spent convictions that are not protected. We will also be informed if you have previously been barred from working with children or vulnerable adults. The DBS check will also declare any information held by the police that is considered relevant.

If selected for interview you will be asked to complete a declaration of your criminal record which will then be discussed with you at interview.

Please tick this box to confirm that you have understood this information and will complete the declaration before attending an interview.

**CURRENT / MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| EMPLOYERS NAME |  |
| EMPLOYERS ADDRESS |  |
| JOB TITLE |  |
| DATE EMPLOYED FROM |  |
| NOTICE PERIOD **OR**DATE EMPLOYED TO |  |
| HOURS WORKED |  |
| SALARY |  |
| DETAILS OF THIS ROLE AND YOUR RESPONSIBILITIES |  |

**PREVIOUS EMPLOYMENT**

|  |  |
| --- | --- |
| EMPLOYER NAME |  |
| DATES TO – FROM |  |
| JOB TITLE |  |
| DETAILS OF ROLE |   |

|  |  |
| --- | --- |
| EMPLOYER NAME |  |
| DATES TO – FROM |  |
| JOB TITLE |  |
| DETAILS OF ROLE |   |

|  |  |
| --- | --- |
| EMPLOYER NAME |  |
| DATES TO – FROM |  |
| JOB TITLE |  |
| DETAILS OF ROLE |   |
|  |  |
| EMPLOYER NAME |  |
| DATES TO – FROM |  |
| JOB TITLE |  |
| DETAILS OF ROLE |   |

Please continue on a separate sheet if necessary

**PLEASE HIGHLIGHT YOUR WORK EXPERIENCE WHICH MATCHES THE LIST OF ESSENTIAL SKILLS FOR THIS ROLE**

|  |  |
| --- | --- |
| Excellent planning and organisational skills. |   |
| Experience in dealing with customers or clients. |  |
| Good telephone manner. |  |
| Computer literate. |  |
| Good Microsoft Office skills required – minimum Word and Excel. |  |
| Conscientious, diligent and accurate record keeper. |  |
| Work as part of a team supporting the charity. |  |
| Good written English. |  |
| Experience of working to deadlines. |  |
| Experience of working on multiple tasks/projects. |  |

**PLEASE HIGHLIGHT YOUR WORK EXPERIENCE WHICH MATCHES THE LIST OF DESIRABLE SKILLS FOR THIS ROLE**

|  |  |
| --- | --- |
| Experience of writing reports, newsletters or other similar materials. |  |
| Experience handling money. |  |
| Event planning experience. |  |
| Experience of using Microsoft Access and Powerpoint. |  |
| Experience using facebook. |  |
| Understanding of confidentiality and data protection requirements. |  |
| Knowledge of Bristol and local area – including venues and facilities for families, children and young people |  |
| Knowledge of deaf culture and deaf issues. |  |
| BSL qualification. |  |

**PLEASE DETAIL HOW YOU MEET THE PERSON SPECIFICATION**

**ADDITIONAL INFORMATION**

We welcome applications from deaf and hearing candidates

**COMMUNICATION**

|  |  |
| --- | --- |
| PLEASE DETAIL YOUR BSL SKILLS WITH ANY QUALIFICATIONS AND THE DATE OF EXAMINATION |  |
| WHAT IS YOUR PREFERRED COMMUNICATION METHOD |  |
| IF INVITED TO INTERVIEW WOULD YOU REQUIRE AN INTERPRETER |  |

**OTHER**

|  |  |
| --- | --- |
| ARE YOU ENTITLED TO WORK IN THE UK |  |
| WHEN WOULD YOU BE AVAILABLE TO START THE ROLE |  |

**EDUCATION**

|  |  |
| --- | --- |
| PLEASE LIST YOUR QUALIFICATIONS AND ANY CURRENT STUDY |  |

**Please return completed copy to The Family Centre (Deaf Children)**

**We prefer to receive your application by email to:** admin@fcdc.org.uk

**By post to:** Emma Stevenson

 The Family Centre (Deaf Children)

 c/o Elmfield School for Deaf Children

 Greystoke Avenue

 Westbury-on-Trym

 Bristol

 BS10 6AY

**By hand:** You can deliver in person to the address above.

 Please note that as we are based in a school the site is only open during

 school opening times.

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS MIDNIGHT THURSDAY 31st MAY 2018.**