

**Detachable front sheet**

**Communications and Administration Worker  
Application Form**

**Your Contact information**

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| **Name** |  |
| **Address**  **(Please include postcode)** |  |
| **Telephone** |  |
| **Email** |  |

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| ***Office Use Only***  *Applicant Number: Date:* |

Registered Charity Number: 1169627   
 Timebank South West, 15 Whitleigh Green, Whitleigh, Plymouth, PL5 4DD  
 Telephone: 01752 875930 Email: info@timebanksw.org Website: www.timebanksw.org

1. **Employment and/or volunteering history (please list, most recent first).**

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| --- | --- | --- |
| **Employer/organisation** | **Year (to and from)** | **Position held** |
|  |  |  |

1. **Education**

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| --- | --- | --- |
| **Secondary school(s)** | **Year (to and from)** | **Examination and grade** |
|  |  |  |
| **Further or Higher Education** | **Year (to and from)** | **Examination and grade** |
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| **Other Education/Training** | **Date/s** | **Examination and grade (if applicable)** |
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| 1. Having read the job description please tell us why you feel you are best suited to this role? Please refer to the job description and your communication and administration skills/work experience (paid or voluntary). |

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| 4) Having read the person specification please tell us what attributes   and qualities you feel you could bring to this role? |

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| 5) Please tell us how you would approach the job in the first three months of being  appointed. |

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| 6) Please tell us what ideas you have for communicating and keeping in touch with timebank members. |

7) Please provide the names and contact details of two people who know you and are willing to act as a referee to you in your application. Your referees must not be members of your family. If you have worked before, one should be your most recent employer. Please note we will take up references after the interview process if you are our successful candidate.

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| **Referee One** | **Referee Two** |
| Name: | Name: |
| Organisation: | Organisation: |
| Position: | Position: |
| Email: | Email: |
| Address: | Address: |
| Telephone: | Telephone: |

**Deadline for return:** **Wednesday 30th** **September 2020**  
**Return by email:** [info@timebanksw.org](mailto:info@timebanksw.org)  
**Return by hand/post:** Timebank South West,15 Whitleigh Green, Plymouth, PL5 4DD  
**Mark correspondence:** Job Application Confidential   
**Interview:** For short-listed candidates only: Wednesday 14th October 2020

**Thank you for your application.**

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