# **Capitals Coalition application form**

Please send a completed application form in Word Document (do not convert it to PDF) to [**info@capitalscoalition.org**](mailto:info@capitalscoalition.org) by **Monday February 26th 2024 by 1300 CET/ 1200 UK.** Please state the role in the subject line.

Kindly note that only short-listed candidates will be contacted. Interviews are planned for **March 6th 2024.** For any queries about the role please contact [info@capitalscoalition.org](mailto:info@capitalscoalition.org)

Application for employment as: **Communications Manager**

Name:

Address:

Postcode:

Phone:

Email:

## **Education, training and qualifications**

Please give details of all relevant education, training and qualifications including the date of qualifications, titles and content of courses.

## **Employment history**

Please give details of your present employer including your job title, duties and responsibilities and length of time with the organization. Your employment history should included any volunteer positions where they are relevant to the role you are applying for.

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

Please also give details of previous employers.

## **Additional skills and experience**

Please give details of any other skills and experience relevant to the role you are applying for not covered above.

**Cover Letter**

Please refer to the person specification and role description and explain how your knowledge, skills and experience make you the best person for this role. Please also tell us why you are applying for this role.

Do you consider yourself to have a disability?

Yes No

Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form for recruitment purposes only. Capitals Coalition will treat all personal information with the utmost confidentiality and in line with current data protection legislation. For more information on how we use the information you have provided, please visit [our website](https://capitalscoalition.org/privacy-policy/#:~:text=The%20Capitals%20Coalition%20has%20implemented,and%20Personal%20Data%20Protection%20Policies.&text=We%20apply%20appropriate%20technical%20and,accidental%20%2F%20malicious%20activities%20or%20theft.).

Please specify the type of right to work you currently hold in the UK/EU (e.g., British citizenship, settled status, EU/EEA citizenship, work visa, etc.).

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I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ Note: please do not convert this word document to PDF when sending it to [info@capitalscoalition.org](mailto:info@capitalscoalition.org) ]