

## Application Form

**Bude Climate Partnership**

**Project Assistant**

Applicants must complete the application form in the typescript and font size used in the form (Helvetica, 11pt). Or use legible block capitals if using black ink.

**CLOSING DATE FOR APPLICATIONS IS FRIDAY 20 NOVEMBER 2020  
AT 12 NOON**

**SHORTLISTED CANDIDATES WILL BE INTERVIEWED ONLINE VIA ZOOM  
IN THE WEEK STARTING MONDAY 30 NOVEMBER 2020**

### Notes – Please read before completing the application form

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included. Failure to complete any part of the application form may render the applicant ineligible for this competition.

**Applicants are encouraged to submit applications to: [recruitment@wrt.org.uk](mailto:recruitment@wrt.org.uk)**

Hard copy applications are welcomed and all applications will be treated equally regardless of whether they are received by post or e-mail.

Bude Climate Partnership accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.



**PLEASE READ CAREFULLY BEFORE COMPLETING THIS FORM**

**QUALIFICATIONS**

If you believe your qualification is equivalent or higher than the one required, you must provide the panel with the necessary evidence to show this is the case. If the panel is unable to make an informed decision from the information provided, it may decide that the application form does not meet this particular criterion.

**RELEVANT EXPERIENCE**

The selection panel will only interview those applicants who appear, from the information provided on the submitted application form, to meet the relevant experience and ability.

It is therefore essential that applicants describe fully in the application form the extent to which they satisfy the specified criteria (giving length of experience, examples and dates as required).

Panels will be interested in whom you reported to, what you did and how successful you were.

It is not sufficient to simply list your duties and responsibilities. The selection panel will not make assumptions from the title of the applicants' posts as to the skills and experience gained.

**APPLICATION FORMS**

Applicants are reminded that the application form must be fully completed as incomplete application forms will not be considered.

CVs, letters or any other supplementary material will not be accepted (unless otherwise stated) in place of, or in addition to, completed application forms.

Only the information presented in the application form (and supplementary information if required) will be considered by the selection panel.

Your application will be examined by a selection panel whose job it is to assess the content of your application against pre-determined criteria, based on the requirements of the position.

It is in your own interest that you provide a detailed and accurate account of your qualifications/experience, including relevant dates.

Any inaccuracy in completing your form may result in rejection.

**WHEN COMPLETING YOUR APPLICATION FORM**

Do not use acronyms, complex technical detail etc.

Write down clearly your personal involvement in any experience you quote. It is how you actually carried out the piece of work that the selection panel will be interested in.

Identify relevant examples. This is very important, as you may need to be prepared to talk about these examples in detail if you are invited to interview. It is your unique role the panel is interested in, not that of your team.

Please note that handwritten applications must be legible.

**Project Assistant**

<b>Personal Details</b>			
Surname			
First Name(s) (in full)			
Address where you can be contacted			Postcode
Telephone number (including local code)	Daytime	Evening	Mobile
E-mail address			
National Insurance Number			
Are there any restrictions to you taking up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details.		

**Please inform us immediately of any changes to your contact information**

<p><b>This box is for administration purposes only</b></p> <p>Ref no:</p>
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**Essential Criteria**

1. Demonstrable experience of using Microsoft Office suite of applications in particular Microsoft Outlook, Word and Excel, or equivalent office software suites, in a work situation.

Programme Name	Total years experience of each	Specify how and where you used the Programme

*Applicants must use only the space provided for this answer)*

2. Demonstrable experience of using social media to promote a brand, business or non-profit organisation.

**Please demonstrate and give examples, remembering to include length of experience:**

*(Applicants must use only the space provided for this answer.)*

**Essential Criteria Continued**

3. The ability to manage own workload and to meet deadlines.

**Please demonstrate and give examples, remembering to include length of experience:**

*(Applicants must use only the space provided for this answer.)*

4. Good oral and written communication skills to liaise with local residents, stakeholders, academic institutions, service providers, community groups and representatives.

**Please demonstrate and give examples, remembering to include length of experience:**

*(Applicants must use only the space provided for this answer.)*

**Essential Criteria Continued**

5. Evidence of a personal commitment to environmental issues and/or combatting climate change in line with Bude Climate Partnership's principles and ethos.

**Please demonstrate and give examples, remembering to include length of experience:**

*(Applicants must use only the space provided for this answer.)*

*(Please see following page for desirable criteria.)*

**Desirable Criteria**

1. A qualification or equivalent experience in an administrative role.

Examining body or equivalent experience:	Level of qualification:	Subject and modules studied or experience gained:

2. Demonstrable experience of working on multi-faceted projects to tight deadlines and budgets.

**Please demonstrate and give examples, remembering to include length of experience:**

*(Applicants must use only the space provided for this answer.)*

**Desirable Criteria Continued**

3. Practical experience and knowledge of budgeting, monitoring and reporting.

**Please demonstrate and give examples, remembering to include length of experience:**

*(Applicants must use only the space provided for this answer.)*

4. Practical experience of using bookkeeping software.

Programme Name	Total years experience of each	Specify how and where you used the Programme

*(Applicants must use only the space provided for this answer)*



**Desirable Criteria Continued**

5. An understanding of how global climate issues impact on a peripheral, coastal community and how Bude Climate Partnership's work and ambitions dovetail with other climate change work and initiatives in the Bude area and more widely in Cornwall.

**Please demonstrate and give examples, remembering to include length of experience:**

6. Access to a form of transport that will permit the applicant to meet the requirements of the post in full. *(please tick as applicable)* Yes  No

**Employment History**

**PRESENT AND MOST RECENT EMPLOYMENT:**

Please include details of your current or most recent employment here, and use the spaces below to give details of other employment, working backwards from the most recent.

Name and address of current employer:

Job Title:	Date Appointed:
Current basic salary:	Date of End of Appointment (if applicable):

**Please outline your responsibilities in this post, highlighting those you feel are most relevant to this application:**

*(Applicants must use only the space provided for this answer.)*

**Employment History Continued**

Name and address of previous employer:

Job Title:	Date Appointed:
Basic salary:	Date of End of Appointment:

**Please outline your responsibilities in this post, highlighting those you feel are most relevant to this application:**

*(Applicants must use only the space provided for this answer.)*

Name and address of up to three other previous employers:

<b>Date appointed and ended</b>	<b>Employer</b>	<b>Job Title</b>	<b>Responsibilities</b>

**Referees**

Please give the names and addresses of two referees (one must be a current or if unemployed a previous employer) to whom reference may be made for further information regarding this application. Family members must not be listed as referees.

Referees will not be contacted until a provisional offer is made.

Name:	
Address:	
Tel no:	E-mail address:

Name:	
Address:	
Tel no:	E-mail address:

**Data Protection/GDPR Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third parties via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. Information not provided in English may be passed to a third party translation service.

**Declaration**

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that should I be successful in this application, I will, if required, apply for a disclosure of criminal records. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Application forms will be considered invalid if incomplete. Please cross through all sections that are not applicable. Thank you for completing this form.

Applicants are encouraged to submit applications at the following e-mail address: [recruitment@wrt.org.uk](mailto:recruitment@wrt.org.uk) Hard copy applications are welcomed at the postal address below. All applications will be treated equally regardless of whether they are hard copy or e-mail.

Bude Climate Partnership, c/o Kasia Lewis, Westcountry Rivers Trust, Rain-Charm House, Kyl Cober Parc, Stoke Climsland, Callington, Cornwall PL17 8PH.

To allow us to compare candidates in an equitable fashion, short-listing is carried out on the basis of information provided on the application form alone. For this reason, CVs will not be accepted.

Applicants should note, when returning application forms, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. We will not accept late applications or an application where we are asked to pay any shortfall in postage by the mail provider. It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included and that it reaches the address given by the closing date for the competition.

Bude Climate Partnership accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.

**Completed applications to be returned by 12 noon on 20 November 2020  
LATE APPLICATIONS WILL NOT BE ACCEPTED**

**INCOMPLETE APPLICATIONS WILL BE REJECTED**

**FORM COMPLETE**