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| **APPLICATION FORM** |  |
| **Part Two (Shortlisting)** |  |

Please ensure you read the detailed Guidance for Applicants, Job Description and Person Specification before completing this form. A failure to follow the guidance will make it less likely that you are shortlisted.

In addition to this Application Form (Shortlisting) you are **also required** to complete the companion document - Application Form (Personnel). However, only this form will be seen by the shortlisting panel.

You **MUST** include your NI number on both this form and the Application Form (Part One - Personnel) this is to ensure that following the end of the recruitment process your personal and equality information can be matched with your application for analysis.

If you do not have a NI number then use another personal identifier such as your driving licence or passport on both documents.

If you require more space to provide the information, then you can insert additional rows into the tables as required but you should ensure that you only provide information relevant to the vacancy for which you are applying.

Please ensure that you tick the box confirming that the information you provide at all stages of the recruitment process is a complete and true account. Your application will not be able to proceed unless you have provided this confirmation.

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| **Job title:** | Conference Coordinator (Conference Centre) |
| **Location:** | Hillscourt Education Centre, Rednal, Birmingham |
| **Job Reference Number:** | CC24 |

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| **NI Number (Unique Identifier):** | **Title:** |

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| **I confirm that the information I provide throughout the recruitment process is a complete and true account. I understand that should I be appointed any misrepresentation, omission or falsehood provided at any stage will be considered to be potential gross misconduct and may result in my dismissal. (Please Tick Box)** |

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| **Section One: Underpinning Knowledge** | | |
| **Relevant Professional Qualifications** | **Level** | **Grade Achieved** |
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| **Academic Qualifications** | | |
| **Title of Course** | **Level (E,G. GCSE, MSc** | **Grade Achieved** |
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| Office Use Only: Shortlisting Score Range from 0-5 | | |
| **Other Relevant Training (inc Trade Union courses)** | **Level** | **Grade** |
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| **Section Two: Underpinning Experience** | | | |
| **Name of current or most recent Employer** | **Position held and key duties** | **Length of Service (years/months)** | **Date and Reason for Leaving** |
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| **Other Employers** | **Position held** | **Length of Service (years/months)** | **Date and Reason for Leaving** |
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| Section Three: Supporting Information |
| This final part of the application process is where you have the opportunity to demonstrate to the shortlisting panel how you meet the person specification. Each of the following boxes relates to a specific element of the person specification. Please outline, in as much detail as you think appropriate, the evidence from your career, voluntary or personal life that illustrates your ability to meet this requirement in the context of the job for which you are applying. The boxes will increase in size as necessary but you should still keep your responses succinct.  If you do not have experience in a particular area then explain how you would approach this particular responsibility should you be appointed.  Please complete the form electronically and not handwritten |

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| Person Specification Area 1: Working in a busy office delivering effective and timely Administration; |
| Office Use Only: Shortlisting Score Range from 0-1 |

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| **Person Specification Area 2: Booking conferences/meetings/bedroom bookings;** |
| Office Use Only: Shortlisting Score Range from 0-5 |

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| Person Specification Area 3: Sales/Telesales; |
| Office Use Only: Shortlisting Score Range from 0-5 |

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| **Person Specification Area 4** **Proficiency in Microsoft Office;** |
| Office Use Only: Shortlisting Score Range from 0-5 |

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| **Person Specification Area 5: Using a conference/room booking system;** |
| Office Use Only: Shortlisting Score Range from 0-1 |

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| **Person Specification Area 6: Adaptability/Flexibility;** |
| Office Use Only: Shortlisting Score Range from 0-1 |

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| **Person Specification Area 7: Able to deliver excellent customer service;** |
| Office Use Only: Shortlisting Score Range from 0-5 |

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| **Person Specification Area 8: Able to effectively communicate both verbally and in writing;** |
| Office Use Only: Shortlisting Score Range from 0-5 |

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| **Person Specification Area 9:** **Able to prioritise their workload;** |
| Office Use Only: Shortlisting Score Range from 0-5 |

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| **Person Specification Area 10: Able to deliver excellent customer service;** |
| Office Use Only: Shortlisting Score Range from 0-1 |

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| **Person Specification Area 11: A commitment to promoting equal opportunities;** |
| Office Use Only: Shortlisting Score Range from 0-1 |

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| **Person Specification Area 12: A commitment to the Trade Union ethos;** |
| Office Use Only: Shortlisting Score Range from 0-1 |

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| Office Use Only:  Academic Qualification Score:  Overall Total: |

Please return this form and Part One (Personnel) to: [peopleanddevelopment@mail.nasuwt.org.uk](mailto:peopleanddevelopment@mail.nasuwt.org.uk)

**PLEASE DO NOT PDF YOUR APPLICATION FORMS** – **The application forms should be submitted as a word document.**