**Application form**

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| KCSC logo | Job Application Form **Events Administrator** |

Please fill in this form electronically and return to [recruitment@kcsc.org.uk](mailto:recruitment@kcsc.org.uk) together with your CV and the diversity monitoring form. The diversity form will be separated from your application before being considered by the recruitment panel and will only be used for our diversity monitoring.

**Closing Date:** We will accept applications received by 10am on Monday 13 May 2024.

**Personal details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone |  |

|  |  |
| --- | --- |
| Do you require a work permit to work in the UK? |  |
| If you do, do you have one? |  |

*You will be asked to show your work permit or passport as evidence prior to a job offer.*

**References**

Please give the names of two referees who know you in a professional capacity. One should be your current/most recent employer.

References will only be requested if you are the successful candidate after interview.

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Company / organisation |  |
| Capacity in which known |  |
| Current phone number |  |
| Current email address |  |

|  |  |
| --- | --- |
| Name |  |
| Job title |  |
| Company / organisation |  |
| Capacity in which known |  |
| Current phone number |  |
| Current email address |  |

**Statement in support of application**

Please outline why you feel you are suited to this position against these five main areas of the Person Spec. Please address the 5 main areas listed below from the personal specification and refer to examples in your experience. Please use no more than two pages.

1. Experience of providing effective administrative support to a range of people and functions within an organisation.
2. Experience of planning and administering a range of training and learning activities and forums.
3. ICT **-** Excellent level of IT and use of Microsoft office, website and database.
4. Communication (written and verbal) – High level of accuracy**.** Communicate appropriately to others.  Contribute to meetings. Write clearly and simply. Present data clearly.
5. Values and culture – Have a positive influence on culture and values within the organisation and reflect those positive values externally with stakeholders.