APPLICATION FORM:

Executive Assistant and Office Coordinator

**Instructions to applicants:**

* Please read the job description carefully before completing this application form. When complete, please return this application form to **jobs@restlessdevelopment.org by Sunday 7th November 2021 at 12pm GMT.**
* Short-listing will be carried out solely on the basis of information provided on this application form – CVs will not be considered. We regret that, due to the high number of applications we receive for each role, we cannot provide feedback to candidates whose application is unsuccessful.
* If your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed within six months of the closing date.
* All information collected on this application form is treated confidentially and used for recruitment and selection purposes only. You can read Restless Development’s full [Privacy Statement](http://restlessdevelopment.org/data-protection-policy) on our website for more information about how we take care of your data.

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| MOTIVATIONS |
| **Restless Development is a values-led agency. Using no more than 250 words, tell us how your own values, motivations and attributes align to Restless Development and this role. You can read more about our Values at** [**http://restlessdevelopment.org/our-values**](http://restlessdevelopment.org/our-values)**.** |
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| SKILLS, KNOWLEDGE AND EXPERIENCE |
| **Using no more than 750 words, provide tangible examples of how your skills, knowledge and experience will support your ability to perform the key priorities outlined in the job description:** |
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| EDUCATION |  |  |  |
| **Name of institution** | **Subjects studied** | **Grades attained** | **Dates (from- to)** |
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| EMPLOYMENT HISTORY (most recent first) |
| **Organisation** |  |
| **Job title** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
| **Reason for leaving**  |  |
|  |
| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
|  |
| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
|  |  |
| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |
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| **Organisation** |  |
| **Position held** |  |
| **3-5 key responsibilities or achievements** |  |
| **Dates (from–to)** |  |

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| UK GOVERNMENT EMPLOYMENT DECLARATION |  |  |
| **Have you worked for any UK Government department, agencies or public bodies in the last two years? (e.g. DfID) Full list** [**here**](https://www.gov.uk/government/organisations)**.** |
| * **Please answer yes/ no**
 | Yes | No |

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| LANGUAGE SKILLS |
| **ENGLISH** | **Spoken** | Fluent | Fair | Basic |
| **Written** | Fluent | Fair | Basic |

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| REFERENCES |
|  | **Referee 1****(current employer, if applicable)** | **Referee 2** |
| **Name** |  |  |
| **Organisation** |  |  |
| **Position** |  |  |
| **Address** |  |  |
| **Phone number** |  |  |
| **Email address** |  |  |

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| OTHER INFORMATION |  |  |
| **Where did you hear about this vacancy?**  |
| * **Restless Development website**
 | Yes | No |
| * **Restless Development social media or linkedin**
 | Yes | No |
| * **Other website (please specify below)**
 | Yes | No |
| * **Recruitment agency (please specify below)**
 | Yes | No |
| * **Local media (please specify below)**
 | Yes | No |
| * **Employee referral (please name the Staff member below)**
 | Yes | No |
| * **I am an internal candidate**
 | Yes | No |
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| PERSONAL DETAILS |  |
| **First name** |  |
| **Surname** |  |
| **Country of residence** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Skype ID** |  |

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| DECLARATION |
| By submitting this application:* I confirm that the information in this application is true and accurate, to the best of my knowledge.
* I understand that any false statement may disqualify me from appointment.
* I consent to Restless Development contacting my referees if I am successful following the selection process and following acceptance of a conditional offer of employment.
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