**Application form**

**Communications officer at IRR**

**Please expand the boxes as required for your answers.**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone number**  |  |

**EDUCATIONAL QUALIFICATIONS**

|  |  |
| --- | --- |
| **Date** | **Qualification**  |
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**TRAINING AND OTHER RELEVANT EXPERIENCE (formal or informal)**

|  |  |
| --- | --- |
| **Date** |  |
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**VOLUNTARY OR COMMUNITY ACTIVITY RELEVANT TO THIS POST**

|  |  |
| --- | --- |
| **Date** |  |
|  |  |
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|  |  |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Date** |  |
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**PERSONAL SPECIFICATION - set out in detail with concrete examples how you meet the required essential and desirable skills and what you feel you as a person could bring to this post and to the IRR in general (up to 1,000 words)**

**Feel free to send us any links/attachments to your relevant work.**

**REFERENCES**

**Please supply two references with full contact details and indicate if you are happy for us to approach them before any job offer.**

|  |  |
| --- | --- |
| **Referee 1** |  |
| **Referee 2**  |  |

**START DATE - please indicate when you could start work**

|  |
| --- |
|  |

**Please email this completed form to** **info@irr.org.uk** **marked ‘Job application’ in the subject area by 5pm on 7February 2020.**

**The completed monitoring form should be sent to** **jenny@irr.org.uk** **marked ‘job application’ in the subject area.**