

Jubilee Debt Campaign
PO Box 965
Worcester
WR4 4JA

# Please return this form to: application@jubileedebt.org.uk

Closing date: **9am, Monday 6 September 2021**

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| **Application Form** |
| Post applied for |  | Where did you hear about this post? |
| Operations Support Officer |  |  |
| What is your notice period? |  | If successful, when could you start? |
|       |  |       |
| **Personal details** |  |  |
| Title |  | First name(s) |  | Surname |  | Address for correspondence |
|       |  |  |  |       |  |       |
| Work telephone number |  |
|       |  |
| Home telephone number |  |
|       |  |
| Mobile telephone number |  | E-mail address |
|       |  |       |
| If we need to call you at work we will not identify who we are or why we are calling. – may we contact you at work? Yes/No |
| **References**Please give details of two referees who have known you in a work context. One referee must be your line manager at your current/last employer. We will not contact your referees unless you are conditionally offered the post. |
| Name |  | Name |
|       |  |       |
| Position held and relationship to you |  | Position held and relationship to you |
|       |  |       |
| Organisation and address |  | Organisation and address |
|       |  |       |
| Telephone number |  | Telephone number |
|       |  |       |
| Email address |  | Email address |
|       |  |       |

**Relevant employment**

**Current or most recent employment/experience first. Please include all relevant work, whether permanent, temporary or voluntary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Employer’s name | Job title and salary | Description of main responsibilities and achievements | Reason for leaving |
|       |       |       |       |       |       |

**Education or training**

**Please list details of your educational/professional qualifications and any relevant training.**

|  |  |  |
| --- | --- | --- |
| Date | Qualifications/training  | Grade attained |
|       |       |       |

**Supporting information**

Please state how you consider your experience, knowledge, skills and abilities match those of the Person Specification. Wherever possible, provide examples from your experience. This could be from either current or previous employment, volunteering, activism or any other hobbies or interests. It is important that you cover each of the areas detailed in the Person Specification since this is the information that will be used for shortlisting. This section of the application **should not exceed 3 pages of A4.**

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| ESSENTIAL * At least 1 year’s office administration experience, including dealing with telephone and email enquiries

     * Commitment to economic justice, anti-oppression and the values and mission of Jubilee Debt Campaign

     * Excellent communication and interpersonal skills, on the phone and in writing, and able to interact sensitively with people of diverse backgrounds

     * Experience of data entry and processing with a high degree of accuracy and timeliness

     * Highly organised and able to manage own time effectively to meet deadlines and take responsibility for delivering tasks and projects without day-to-day supervision

     * A positive, can-do attitude and willingness to ‘pitch in’

     * Ability to work collaboratively as part of a team

     * Experience of using spreadsheets to sort and analyse data and a willingness to learn and adopt a range of online tools to improve ways of working

     * Willingness to work occasional evening and weekends as required

     DESIRABLE* Experience of campaigning / activism in relation to a UK or global justice issue (for example: on poverty, workers’ rights, racial justice, climate justice, human rights, or a grassroots community campaign), either in a voluntary or paid capacity

     * An understanding of global / UK economic justice issues

     * Experience of book-keeping or financial administration

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**Additional Information**

|  |  |  |
| --- | --- | --- |
| Are you subject to any conditions relating to your employment in the UK? If yes, please specify below | Yes [ ]  | No [ ]  |
|       |
| Have you any unspent convictions for criminal offences subject to the provisions of the Rehabilitation of Offenders Acts 1974 and 1984? | Yes [ ]  | No [ ]  |
|  |

**Declaration**

In accordance with the Data Protection Act 2018, I give my consent for the information in this form to be processed for the purposes of recruitment and employment. I understand that, if I am appointed, this application form will become part of my personnel file and record. If I am not appointed it will be stored for six months and then destroyed. I certify that the information given on this form is correct to the best of my knowledge. I understand that should any false statements or omissions be made, this may lead to dismissal.

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |
|       |  |       |

Applications received after the closing date will not be considered.