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To submit your completed application: Save the application as a .DOC with the name
“NAME_Communications_Organiser” and send to recruitment@livingrent.org

For office use

| | |
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| Number: | |
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Living Rent Communications Organiser

Application Form

Please complete this form in type or black ink. Answer all the questions in the spaces provided. Do not exceed the space provided and do not write in a font smaller than 11. Please do not send your CV. If you require an alternative format or method to complete this application please contact us as soon as possible so that reasonable adjustments can be made.

Your application will be considered on the basis of the requirements of the post as set out in the job description and person specification. The front page of this form and the equal opportunities monitoring form will not be sent to the shortlisting panel.

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| Job Title: | Communications Organiser |
|------------|--------------------------|

| | |
|---|--|
| Last Name | |
| First Name (s) | |
| Address (including postcode) | |
| Contact Numbers (work, home and mobile) | |
| Email address | |

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| How did you find out about this job? | |
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Declaration

I declare that the information given on this form is correct and can be treated as part of any contract of employment. Giving false information will give my employer the right to terminate any contract offered. I understand that my appointment would be subject to a criminal record check (Disclosure).

Signed:

Date:

If you can't sign the form because you are sending it by e-mail you will need to sign it if you are offered the job.

The rest of this page has intentionally been left blank so that we can separate your personal information from the main part of your application.

| Name and address of employer: | Job title: | Dates from/to: | Reason for leaving: |
|-------------------------------|------------|----------------|---------------------|
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Voluntary work and other relevant experience

Please give brief details of any voluntary work, activities or life experience that you think is relevant to the job (250 words max)

Education

Please start with the most recent.

| School/ College/ University | Course/s and result/s | Date: |
|-----------------------------|-----------------------|-------|
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Training

Please start with the most recent

| Course attended: | Date: |
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Interest

Please give brief overview of why you want this job (200 words max)

Experience

Please tell us how your previous employment, training or other experiences make you a good fit for the role (250 words max)

Ability

Please tell us why you are suitable for this job. Briefly, address the following points.

1. Ability to use digital programmes, devices and social media
2. Strong writing and editing skills to produce engaging content, and ability to tailor copy and content to a different platform and audience
3. Ability to work in a fast-paced environment and to tight deadlines
4. Ability to utilise digital tools to support community organising
5. Ability to support or coach other people to deliver tasks
6. Ability to imagine creative solutions to problems

7. Ability to work proactively with a variety of key stakeholders, community groups and groups who share Living Rent's values
8. Ability to work effectively as part of a team
9. Organisation skills, including the ability to manage conflicting work priorities.

It is important to give examples of what you have done rather than just say you can do something and share experiences (500 words max)

Attitudes and values

Please tell us why you are suitable for this job. Very briefly, address how you:

1. Demonstrate a passion for fairness, equality, democracy and social/economic justice
2. Maintain a high level of personal organisation
3. Are self-motivated and adaptable
4. Show a willingness to learn
5. Have a working knowledge of the social and political environment in which the organisation operates

It is important to give examples of what you have done rather than just say you can do something and share experiences (250 words max)

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Referees

Please provide two referees. One should be your present or most recent employer. The other should be someone who has known you through your work or education. We accept as a second reference a character reference. All appointments are subject to satisfactory references.

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|---|--|---|--|
| Name: | | Name: | |
| Address: | | Address: | |
| Postcode: | | Postcode: | |
| Tel: | | Tel: | |
| E-mail: | | E-mail: | |
| How do you know this person? | | How do you know this person? | |
| May we contact this referee before the interview? | | May we contact this referee before the interview? | |

Please return your completed application form and Equal Opportunities Monitoring Form no later than Thursday 31st October 8pm. Please send the application to recruitment@livingrent.org as a .DOC with the name 'NAME_Communications_Organiser'