**Application form for post of Woodland Community Engagement Officer**

**Buxton Civic Association**

***NB Please expand sections for your answers as necessary.***

**Please also send us a copy of your CV.**

*In case you are selected for interview, please keep January 18th 2021 free in your diary for a possible interview.*

**1. PERSONAL DETAILS:**

**Name:**

**Address:**

**Telephone number:**

**e-mail**

**2. CURRENT EMPLOYMENT:**

**Employer:**

**Job Title:**

**Tasks and responsibilities:**

**How long have you been in this post?**

**3. PREVIOUS EMPLOYMENT HISTORY**

For each of the most relevant posts, including your current or most recent employment, please give name of employer, dates of taking up and leaving the post, reason for leaving post and a brief description of your role and responsibilities.

4. **PROFESSIONAL / PRACTICAL QUALIFICATIONS**

**5. EDUCATIONAL HISTORY**

Please give details of qualifications gained

6. **RELEVANT EXPERIENCE**

Please explain how your past work helps meet the requirements of this job. In particular:

a) Describe your experience and understanding of community engagement work.

b) Describe your experience of organising, delivering and managing a programme of public events.

c) What experience do you have of working with community groups, the public and volunteers?

d) Describe your experience of environmental education (or similar) work.

e) Describe your communication skills and how you developed these.

f) What experience do you have of social media, publicity and promotion?

g) What experience and understanding do you have of safeguarding policies and risk assessment procedures?

h) Please explain any other specific ways your previous experience would be relevant to this post

i) Do you have a current driving license?

**7.** **EXPLAIN WHY YOU ARE ATTRACTED TO THIS POST AND WHY YOU FEEL YOU ARE WELL SUITED TO THE ROLE.**

8. **ANY OTHER INFORMATION**

Use this space to tell us anything else, maybe relating to your interests and life experience, that you would like us to know when short-listing for the post

**9. REFEREES**

We will definitely take up references prior to appointing. One of these MUST be your most recent employer.

**REFEREE ONE**

**Name**

 **Address**

**Telephone number**

**E-mail**

**How does this person know you?**

**How long has he or she known you?**

**Are you happy for us to contact this referee prior to interview? YES/NO**

**REFEREE TWO**

**Name**

 **Address**

**Telephone number**

**E-mail**

**How does this person know you?**

**How long has he or she known you?**

**Are you happy for us to contact this referee prior to interview? YES/NO**