**Knowsley Young Advisors Application Form**

Please complete all questions.

Please type all the questions if possible.

If you struggle with the questions ask someone for help.

You can answer in clear bullet points if it is easier for you.

Provide examples in all your responses in order to make your application stronger.

Please complete and send the application form before **Friday 14th August**

Once you complete the form send it to [samantha.mciver@knowsley.gov.uk](mailto:samantha.mciver@knowsley.gov.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Address** |  |
| **Email** |  | **Landline** |  |
|  |  | **Mobile** |  |

|  |
| --- |
| **WORK EXPERIENCE & RESPONSIBILITIES**  **Please tell us about your previous jobs; this can be paid or voluntary and in school or out of school jobs such as volunteering in school opening days or charity work for example.** |
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| **ACHIEVEMENTS**  **What have you achieved? Have you any qualifications or received any training? For example, school grades, NCS, Duke of Edinburgh Award, sign language or won an award?** |
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| Please provided experience of working in a team/ group |
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| Please provide examples of good organisational skills, prioritising and time management skills |
|  |
| Please provide examples of how you are a good communicator, who is confident when dealing with a range of people |
|  |
| Please provide an examples of when you have used initiative when working both in a group and one your own |
|  |
| Please provide experience of working with a range of IT systems e.g. Microsoft Office , PowerPoint etc. |
|  |
| Please explain how you can show commitment and motivation |
|  |
| Please confirm you have a commitment to work flexible hours, including weekends and to travel across the city |
|  |
| Anything else you would like us to know about you… |
|  |

**References**

Please give details of two people that would be happy to give a reference on your behalf, they will not be contacted until a provisional offer is made subject to references, and we will seek your permission before contacting them.

**They cannot be a member of family or friend and you must have known this person for over two years.** It could be a teacher, doctor, social worker, community leader for example.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Position |  | Position |  |
| Relationship |  | Relationship |  |

I confirm the information detailed in my application form is accurate and a true reflection of my skills and experiences:

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

Thank you for taking the time to complete our application.

*Once completed please return to*

[samantha.mciver@knowsley.gov.uk](mailto:samantha.mciver@knowsley.gov.uk)