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| --- | --- |
| post applied for | Pastoral Support Project Assistant |

**part a: personal details**

|  |  |
| --- | --- |
| full name |  |
| address |  |
| telephone |  | mobile |  | email |  |

**part b: references**

Please provide contact details for a referee who can confirm what you say about your experience and can attest to your ability. Referees will not be approached unless you are offered a position on the NRPSN board.

referee one

|  |  |  |  |
| --- | --- | --- | --- |
| name |  | job title |  |
| address |  |
| email |  | telephone |  |

**part c: relevant occupational and educational background**

beginning with your current or most recent occupation, please give an account of your relevant work and education history in the boxes below in reverse chronological order. please insert further rows if you require them, and delete those you do not use.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| date from (mm/yy) | date to (mm/yy) | type of occupation (employment/self-employment/voluntary work/full-time education/part-time education) | name and address of employer or educational establishment | in the case of work, job title and summary of duties. In the case of education, grades achieved. |
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**part d: relevant professional qualifications and training**

please give brief details of any relevant vocational training courses attended, including any resulting in professional qualifications.

|  |  |
| --- | --- |
| course title, level, results (if appropriate) | date |
|  |  |

please give details of any relevant membership of professional bodies and associations.

|  |  |
| --- | --- |
| name of association, level of membership, etc | date |
|  |  |

**part e: describing how you meet our person specification**

please describe below how you meet our requirements, point-by-point as laid out in the person specification. applicants not meeting all the criteria are less likely to be invited to join the committee than applicants meeting them all. however, we may invite applicants who do not meet all the criteria if we see they have exceptional strengths in some areas in which we need expertise.

Essential

* Excellent interpersonal skills
* Ability to work as part of a team
* Good independent judgment
* Problem solving and decision making skills
* Good literacy and numeracy
* Excellent written and verbal reporting skills
* Project management

Desirable

* Proactive approach
* IT proficiency
* Negotiation skills and an ability to persuade
* Ability to collate and present large quantities of information
* Clear and concise writing style