# Application Form

|  |  |
| --- | --- |
| Post Applied for: |  |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Surname: |  | **First Name:** |  | **Title:** |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |
| --- | --- | --- |
| **Home Telephone No:** |  |  |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |
| --- |
| Section 2 |
| 1. **Effective Communications**   Describe a time when you had to adjust your communication approach and style to the audience you were addressing. |

Describe the situation

|  |
| --- |
|  |

What specifically did you do and did it help?

|  |
| --- |
|  |

What was the result and what did you learn?

|  |
| --- |
|  |

1. **Personal Effectiveness**

Tell us about a time when a major obstacle occurred in your work forced you to rethink and get back online with your regular work.

Describe the situation

|  |
| --- |
|  |

What did you do to keep moving ahead and meet expectation?

|  |
| --- |
|  |

What was the result and would you have done anything differently?

|  |
| --- |
|  |

1. **Striving for Continuous Improvement**

When have you identified and then had to balance the need for continuous improvement against the need to get things done?

Describe the Situation

|  |
| --- |
|  |

How did you know improvement was needed and how did you go about making the improvement?

|  |
| --- |
|  |

What was the result and did this change your outlook regarding the need for continuous improvement ?

|  |
| --- |
|  |

1. **Relationship Building**

Describe a time when you attempted to build rapport or a relationship with a difficult co-worker, client or customer

Describe the situation and how the other person(s) differed

|  |
| --- |
|  |

Which aspects of the difference did you find most difficult to deal with?

|  |
| --- |
|  |

What was the outcome of the situation?

|  |
| --- |
|  |

|  |
| --- |
| Section 3 Personal Statement |
| The role applied for will draw upon a wide range of experiences, skills set, knowledge and development. You now have the opportunity to tell us what you feel sets you apart from other applicants |
|  |

Please return your completed application form to [recruitment@nacasadvice.org.uk](mailto:recruitment@nacasadvice.org.uk) by Thursday 11th August, 12pm.

Interviews are scheduled to take place w/c 22nd August. For any queries, please contact Jessica Dove on call 01294 485581