**Make-A-Wish Foundation UK**

**Income & Administration Assistant**

**Application Form**

When completing the application form please keep your responses as brief as possible while ensuring that you convey all relevant information.

**About this form: (please read prior to completing):**

Only information in this application form will be considered. For further clarity, responses that reference information not on this application form (e.g. – your CV or your LinkedIn profile) will not be considered.

At Make-A-Wish we apply ‘blind recruitment’ at the first stage of the process. It means that the recruiting manager will only see your answers to the skills-related questions in the first instance.

They will not be disclosed any personal information as well as details of your employment and education. Where possible please answer the questions in a way that does not disclose any personal information e.g. gender, age.

Please also answer the questions in a way that fully demonstrate your skills, experience and achievements as the recruiting manager will not see where you worked and what you achieved in those roles.

**Your details**

|  |  |  |
| --- | --- | --- |
| Name of applicant |  | |
| Applicant e-mail address |  | |
| Applicant phone number |  | |
| Applicant home address |  | |
| Availability / notice period |  | |
| I confirm that I have the right to work in the UK. (Y / N) | |  |
| I have experience with Microsoft Office. (Y / N) | |  |
| I have experience of working within a customer focused environment. (Y / N) | |  |
| I have experience of working with data administration. (Y / N) | |  |

**Please tell us about your experience as it relates to the key responsibilities of the role as follows:**

|  |
| --- |
| **Question 1**  **Outline where and how you have previously dealt with conflicting priorities. Giving examples of the skills required to make a success of this, how to balance the needs of others and the learnings you have come away with.** |
| **Question 2**  **How would you ensure accurate and efficient data input? Why do you think it is such an important aspect of this role?** |
| **Question 3**  **What do our Values, Be Magical, Be Inclusive and Be Inspiring, mean to you and how would you incorporate them into your role at Make-A-Wish?** |

**Your experience**

**Please provide information regarding experience relevant to this role**

**[Please add in as many tables as required to tell us about your relevant experience]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of organisation | |  | | |
| Job title | |  | | |
| Affiliation to the organisation (e.g. – employee, volunteer, etc) | |  | | |
| Start date (MM/YY) |  | | End date (MM/YY) |  |
| Brief description of duties / Relevant experience provided | | | | |
| Reasons for leaving | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of organisation | |  | | |
| Job title | |  | | |
| Affiliation to the organisation (e.g. – employee, volunteer, etc) | |  | | |
| Start date (MM/YY) |  | | End date (MM/YY) |  |
| Brief description of duties / Relevant experience provided | | | | |
| Reasons for leaving | | | | |

**Please provide information regarding education and training relevant to this role**

**[Please add in as many tables as required to tell us about your relevant education and training]**

|  |  |
| --- | --- |
| Institution |  |
| Name of qualification |  |
| Further details (optional) | |

|  |  |
| --- | --- |
| Institution |  |
| Name of qualification |  |
| Further details (optional) | |

**Where did you learn about this job?**

|  |
| --- |
|  |

**Optional: Please provide any other information you wish to include in support of your application that is not already in this document.**

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|  |

**END OF APPLICATION FORM**

**Please contact us if you would like this application in Braille or on audio tape.**