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| **APPLICATION FOR EMPLOYMENT** |

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| **GENERAL DATA PROTECTION REGULATION 2018** |
| **The information contained within your application is being requested to enable Wessex Archaeology to make employment decisions and meet statutory obligations. Any information provided to Wessex Archaeology in this context will be treated confidentially during recruitment and employment.**  **Following a successful appointment, the information will be anonymised and name and contact detail as well as certification details will be removed. Unsuccessful candidate application forms are deleted from the recruitment folder and master copies are kept in the HR file for a period of 6 months before deletion.**  **By filling in this application form you are agreeing to us using your information in this way, please sign below to indicate you understand and agree. [[1]](#footnote-1)**  **Signed ………………………………………** |

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| **ROLE DETAILS** | | | | | | | | |
| Role Title | | Communications and Digital Assistant | | | Reference | SALCOMS1.03.24 | | |
| Where did you see this post advertised? | | | |  | | | | |
| **PERSONAL DETAILS** | | | | | | | | |
| Surname  CAPITALS | NORMAN | | Other Names: | | JUDE DYLAN | | Preferred title: | MR |
| Address: | 2 Underhill  Mere  Wiltshire | | | | Postcode: | | BA12 6LU | |
| Telephone | 07707314266 | | | | Email address: | | judedylann@gmail.com | |
| Nationality: | British | | | | | | | |
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| Wessex Archaeology welcomes applications from people with disabilities and aims to be supportive in their employment. We monitor disability for equal opportunities monitoring purposes, do you consider yourself disabled? Yes /  No  Please note any special arrangements or adjustment that you need for the application or interview process.  Please give details of any adjustments that you need to undertake this role. | | | | | | | | |

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| **RIGHT TO WORK IN THE UK** | |
| Do you have the right to work in the UK?  You will be asked to prove your eligibility on day 1 of employment, details of eligible documents can be found here [Prove your right to work to an employer: Overview - GOV.UK (www.gov.uk)](https://www.gov.uk/prove-right-to-work) | Yes /  No |
| Do you require visa sponsorship to undertake this role. | Yes /  No |
| Please provide us with any other information relating to your eligibility to work in the UK including work permits, visas their type and expiry date. | |

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| **CURRENT OR MOST RECENT EMPLOYER** | | | |
| **Name & address of employer:**  **Wessex Water**  **Claverton Down Rd**  **Claverton Down**  **Bath BA2 7WW** | | | |
| **Post Title: Environmental Admin Assistant** | | **Period of appointment**  **From: Nov 2022 To: Present** | |
| **Salary: £16000 (whilst on apprenticeship)** | | **Length of notice you are required to give: 1 month (3 months for apprenticeship completion)** | |
| **Brief description of duties and responsibilities:**  **As part of my Business Administration apprenticeship with Wessex Water (affiliated with Weston College), I provide administrative support for the Bristol Avon Catchment Partnership. My responsibilities include crafting newsletters, managing digital media, developing project case studies, and documenting minutes during partnership meetings.** | | | |
| **PREVIOUS EMPLOYMENT -** **(please start with the most recent up to the last 10 years if applicable)** | | | |
| Name of Employer | Post Held & key areas of responsibility | | Period of Employment  From To |
| **McDonalds** | **Crew (Part-Time)** | | **Nov 2020 – Dec 2022** |
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| **PERSONAL STATEMENT** |
| Please detail below how your qualifications, skills, knowledge, and experience meet the requirements for this role.  Currently, I am employed as a Business Administration apprentice with Wessex Water, where I provide administrative support for the Bristol Avon Catchment Partnership. My duties encompass crafting newsletters, managing digital media, developing project case studies, and documenting minutes during partnership meetings.  I'm would claim to be an extremely conscientious and hardworking individual, with a reputation for reliability and dedication. I thrive in collaborative environments, building strong relationships with colleagues and clients.  In addition to my full-time employment, I am also a musician, and I have successfully expanded my digital presence across various social media platforms. Over the past 18 months, I've significantly grown my YouTube subscriber base to nearly 2000 and achieved a monthly listener following of nearly 400 users on Spotify. This accomplishment is a result of implementing an effective business plan, making informed decisions based on in-depth analytics, and maintaining a strong commitment to continual improvement.  I take pride in my proficiency in media platform analytics, such as Google Analytics, and I often adapt and produce media campaigns based on various analytical reach results. I am very comfortable in using different software packages and CMS systems, including the Microsoft Office suite and Adobe platforms.  My passion lies in crafting captivating multimedia content, both professionally and personally, and driving engagement. With a proven track record in producing compelling videos and managing digital platforms, I excel in delivering impactful media that resonates with target audiences.  I am confident in my communication skills and comfortable engaging with stakeholders on all levels. My genuine long-term interest in history and archaeology has inspired me to apply for this position, as it combines my passion for history with my expertise in digital media, communication reach, and statistical analytics.  For further information, please refer to my online CV available at <https://judedylan.co.uk/cv>. |

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| **CERTIFICATION** including CSCS, First Aid, Manual Handling etc | |
| CSCS  First Aid  Plant Marshall  Asbestos  SMSTS  SSSTS  Manual Handling | Other (please specify below) |

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| **ADDITIONAL INFO** |
| For further information, please refer to my online CV available at <https://judedylan.co.uk/cv>. |

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| **MEMBERSHIP OF PROFESSIONAL BODIES** including CIfA, Fellowship of Geological Society, Society of Antiquaries, CIPD, etc. |
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| **DRIVING** |  |
| Do you have a current full UK driving licence? | Yes /  No |
| Have you ever been refused car insurance in the past? | Yes /  No |
| Do you have any endorsements on your licence? | Yes /  No |
| Have you been involved in any road traffic accidents within the last 3 years? | Yes /  No |
| If you have answered YES to any of the last 3 questions, please provide details. | |

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| **REFEREES** | | | |
| Please give the names and addresses of two referees who are able to and have agreed to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer. **Wessex Archaeology will contact referees by email for shortlisted candidates prior to interview, and without further advice to applicants unless otherwise stated below:** | | | |
| (1) | Name: |  | Position held/capacity known: |
|  | Address: |  | Email address: |
|  |  | Telephone: |
|  | Postcode: |  |  |
|  | May we contact the referee prior to interview?  Yes /  No | | |
| (2) | Name: |  | Position held/capacity known: |
|  | Address: |  | Email address: |
|  |  | Telephone: |
|  | Postcode: |  |  |
|  | May we contact the referee prior to interview?  Yes /  No | | |

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| **EDUCATION** | | | |
| **College/University attended (please state if full or part-time)** | **From** | **To** | **Qualifications awarded.**  **(please state subject and grade or class and division)** |
| **Gillingham School**  **Wiltshire College**  **Weston College** | **2015**  **2020**  **2022** | **2020**  **2022**  **Present** | **GCSE English Language - 7**  **GCSE English Literature - 7**  **GCSE Mathematics - 6**  **GCSE Music - 7**  **GCSE History - 7**  **GCSE Computer Science - 6**  **GCSE Combined Science Higher - 6-5**  **GCSE French – 5**  **BTEC - Music Level 3 - Distinction\***  **Business Administration Level 2 - (currently studying)** |

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| **DECLARATION** |
| **Knowingly providing false or misleading information may disqualify you and if you have been appointed may result in dismissal.** |
| **I declare that the information given in this application is to the best of my knowledge complete and correct.**  **Signed:**  **Date: 19/04/2024** |

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| **Guidance Notes – Application Form** |
| The application form plays an important role in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.  **Personal Details**  Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.  **Present Post**  Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.  **Previous Employment/Experience**  Please give a brief explanation of the main duties of your previous jobs.  **Relevant Skills, Abilities, Knowledge & Experience**  This section is vital. Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge, and experience required. You may have acquired these in a variety of ways (e.g., through work, running a home, voluntary work, hobbies etc).  **Declaration**  This section must be signed by the applicant. It is a declaration of the validity of the information in the application and confirms that misleading information would be sufficient grounds for terminating employment |

1. **The full GDPR and HR information procedure is available and sets out the legitimate interests and legal requirement for collecting, storing securing, and deleting personal information, this procedure is HR-PR-029-A. If you have any further enquiries, then please contact the HR team.** [↑](#footnote-ref-1)