



Young Advisors Application Form

Guidance Notes

Please complete all questions.

Please type all the questions if possible.

If you struggle with the questions ask someone for help.

If you would like any further information about the post you can contact Yvonne Maddocks on 07515500606 or Yvonne.maddocks@liverpool.gov.uk

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 9th December.

Once you complete the form send it to Jacquelyn.taylor@liverpool.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.

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?



Experience of working in a team/ group

Good organisational, prioritising and time management skills

A good communicator, who is confident when dealing with a range of people

Use initiative when working both in a group and one your own

Experience of working with a range of IT systems e.g. Microsoft Office , PowerPoint etc.

Ability to show commitment and motivation

Commitment to work flexible hours, including weekends and to travel across the city

Anything else you would like us to know ...



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, family friend 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:

Jacquelyn.taylor@liverpool.gov.uk