# Project 17

# Application for Employment: Advice Support Officer

**Closing Date: Sunday 12 October 2025**

**Please email your completed application to** **recruitment@project17.org.uk**

|  |
| --- |
| Personal Details |
| First name(s): | Last name:  | Title:  |
| Telephone Number:  |
| Email address: |
| Home address (including postcode): |
| Current or most recent employment (whether paid or voluntary) |
| Job Title:  |
| Start Date:  | Leaving Date or Notice Required:  |
| Salary:  | Fulltime or Part-time: |
| Employers Name and Address:  |
| Duties and Responsibilities:  |
| Reason for Leaving (if appropriate):  |

# Previous relevant employment and volunteering (most recent first):

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer’s name and address | Position | Duties |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Relevant training, education and qualifications. You do not need to include all your qualifications, but please tell us about your highest levels of education and any other training or qualifications relevant to the role.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Institution | Course | Qualification (including grades if appropriate) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Experience, skills, understanding and knowledge

Candidates short-listed for interview will be the people who best demonstrate that they meet the points listed below. To do this, you need to answer each question fully by telling us about your relevant experience, skills, understanding and knowledge.

Please use specific examples to demonstrate this. We cannot assume that you have any skills, abilities or experiences, so please evidence your answer. You can use examples from the UK and from other countries. You can also use examples from work and non-work settings.

We advise that you keep a copy of your application form as you might find it useful if asked to attend an interview.

Shortlisting for interview is based on this section, so we suggest that this is the section of the application form you spend the most time preparing. You can increase the size of the boxes.

|  |
| --- |
| Tell us about your own lived experience of no recourse to public funds (desirable) |
|  |
| Tell us about your communication skills, both written and spoken (essential) |
|   |
| Tell us about your ability to work sensitively with people in difficult circumstances or in crisis (essential) |
|  |
| Tell us about your IT skills, including typing; using email and Google Drive; making and updating spreadsheets; and familiarity with databases (essential) |
|  |
| Tell us about your ability to manage your time effectively and prioritise your workload (essential) |
|  |
| Tell us about your ability to work with others as part of a small team (essential) |
|  |

|  |
| --- |
|  Referees: One of your referees should be your current or most recent employer/line manager. |
| 1) Name: | Position Held:  |
| Organisation:  |
| Address:  |
| Telephone No:  |
| Email address:  |
| How do you know this person?  |

|  |  |
| --- | --- |
| 2) Name: | Position Held:  |
| Organisation:  |
| Address:  |
| Telephone No:  |
| Email address:  |
| How do you know this person?  |

|  |
| --- |
| **Declaration** |
| I confirm that the information provided is correct and agree that it should form part of the basis of my engagement. I authorise Project 17 to check the information that I have supplied.  |
| Signed:  | Date: |
|  Where did you see the post advertised/how did you hear of the vacancy? |