**Application Form**

**Post applied for:**

|  |  |
| --- | --- |
| Full name |  |
| Address (Including postcode) |  |
| Email Address |  |
| Telephone |  |

Do you meet the essential criteria in the person specification?

At this stage, we are not asking for details – we will explore these further with you, if you are invited to an interview. If you do not meet these criteria, you will not be shortlisted, so please don’t send in your application.

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| **Attributes, skills, knowledge and experience**  | **Yes** | **No** |
| Excellent communication skills, with confidence in speaking over the phone |  |  |
| Good understanding of websites and social media, with experience of IT systems (e.g. word and excel) |  |  |
| Ability to write confidently for a range of audiences, with excellent attention to detail |  |  |
| Awareness of local services (for all ages), with good skills in research  |  |  |
| Experience of working with vulnerable people, either through work or in a voluntary or personal capacity |  |  |
| Experience in social media marketing, including creating written and visual based content across a variety of social media accounts. |  |  |
| Experience and understanding of mental health issues, either personally or through supporting others |  |  |

In this section of the form, we will ask you to explain why you are suitable for the role - please refer to our values here listed below and show how your current and previous work, lived-experience, training, voluntary work and activities outside the work environment enable you to meet these criteria.

We are looking for someone to join our team who shares our charity’s values:

★ We stand for hope and positive change

★ We engage critically and constructively with key issues in mental health

★  We are realistic about the barriers and exclusions which people living with mental health conditions have to face

★  We strive to be inclusive and respectful

★  We value the knowledge, ideas, and skills of people living with mental health conditions

★  We are innovative and creative

Please keep don’t write any more than 500 words – to keep the process fair, we will not consider any information provided beyond the word count.

In your own words, please tell us a bit about how you feel you represent each of our charity's values. You are welcome to talk about your work, volunteering or personal life.

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**Please return this form, along with the equal opportunities monitoring form to** info@sheffieldflourish.co.uk