PERSONAL DETAILS

|  |  |
| --- | --- |
| SURNAME |  |

|  |  |
| --- | --- |
| FORENAME(S) |  |

| ADDRESS |  |
| --- | --- |

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| --- | --- | --- | --- |
| CONTACT INFORMATION | Home:  Mobile: |  | Email: |

EDUCATIONAL DETAILS

|  |  |  |
| --- | --- | --- |
|  | Name | Qualifications Obtained  (include grades & dates) |
| SCHOOLS (from  age eleven) |  |  |

EDUCATIONAL DETAILS ***(Continued)***

|  |  |  |
| --- | --- | --- |
|  | Name | Qualifications Obtained  (include grades & dates) |
|
| COLLEGE OR  UNIVERSITY  (full-time) |  |  |
| PART-TIME  EDUCATION &  OTHER COURSES |  |  |

PRESENT OR LAST EMPLOYMENT

|  |  |
| --- | --- |
| JOB TITLE |  |

|  |  |
| --- | --- |
| NAME & ADDRESS  OF EMPLOYER |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PRESENT SALARY |  | DATE OF  APPOINTMENT |  |

|  |  |
| --- | --- |
| NOTICE REQUIRED |  |
|  | |
| DATE EMPLOYMENT CEASED (where applicable) |  |

BRIEF DESCRIPTION OF PRESENT JOB

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| --- |
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EMPLOYMENT HISTORY (most recent post first)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Employer's Name | Job Title |
| From | To |
|  |  |  |  |

SUPPORTING STATEMENT

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| **Please give details under each heading of the relevant, skills, abilities, knowledge or experience and any other information which you consider may be helpful in assessing your suitability for this post, by addressing each shortlisting Key Selection Criteria (KSC) in the person specification listed below.**  **If you do not address all of the shortlisting criteria in the supporting statement section of the form, you will not be shortlisted for interview**.   1. Ability to understand and transform RMT’s Organising strategy into planning implementation and organising projects to deliver stronger organisation and increased membership density. (S) & (I) **KSC1** 2. Proven experience of a high standard of organising as well as recruitment and retention in a trade union environment (S) & (I). **KSC2** 3. Excellent time management and good self organisational skills including setting priorities (S) & (I). **KSC3** 4. An ability to build and develop solid working relationships using diplomacy with a diverse range of people, including staff at all levels, RMT officers, lay union representatives and RMT members (I). **KSC4** 5. An ability and willingness to inspire and motivate non members to join RMT and to retain existing RMT members. (I) **KSC5** 6. Experience of developing political astuteness and deploying diplomatic skills to resolve difficult situations (I) **KSC6** 7. Ability to produce effective campaign materials such as flyers, posters and newsletters. Ability to use Microsoft packages including Word, EXCEL and PowerPoint (S) & (T). **KSC7** 8. Ability to understand statistics to interpret results from membership and industry data and to review information to identify and interpret any patterns or useful trends in data sets. (S) (T) **KSC8** 9. An ability to report outcomes in writing and to present findings effectively. (T) & (I) **KSC9** 10. Evidence of an understanding of health and safety issues relevant to the environments in which RMT members work or evidence of an ability to successfully undertake such training (S) & (I). **KSC10** 11. Excellent interpersonal and communication skills both verbal and written (S) & (T). **KSC11** 12. Able to work a variety of ‘irregular and unsocial hours’ which can occasionally mean working away from home - undertaking overnight stays where necessary (S). **KSC12** 13. Accurate processing skills and able to use information effectively (S) (I) (T). **KSC13** 14. Ability to work flexibly with a minimum of supervision, solving problems as they arise and the capacity to pro-actively deliver a complex and broad programme of work (S) (I) **KSC14** 15. Ability to plan, prioritise and organise their workload to meet required deadlines (I) **KSC15** 16. Experience of working with highly confidential and sensitive information/data, using the required level of discretion at all times (S) (I). **KSC16** 17. Excellent team working skills (S) (I). **KSC17** 18. Demonstrate a commitment to and an understanding of the RMT’s Equal Opportunity Policy Statement (S) & (I). **KSC18** 19. Demonstrate an understanding and support for the core principles of the RMT and the trade union movement (S) & (I). **KSC19** 20. Possession of, or a commitment to obtaining, a valid full driving licence (I) **KSC20**   (please continue overleaf if required) |

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| SUPPORTING STATEMENT ***(continued if required)***  (If necessary, please attach additional information on a separate sheet) |

TRADE UNION MEMBERSHIP (including dates)

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TRADE UNION EXPERIENCE (include any posts held)

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REFERENCES Please give details of two persons, one of whom should be your present or most recent employer, who are not related to you, and from whom a reference may be obtained

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| --- | --- | --- |
|  | Reference One | Reference Two |
| NAME |  |  |
| DESIGNATION |  |  |
| ORGANISATION |  |  |
| ADDRESS |  |  |
| CONTACT TEL/EMAIL |  |  |

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| --- |
| References are normally taken up prior to interview. Do you have any objection to this? |
| If either of your referees know you by another name (e.g. due to marriage) please indicate: |

PLEASE SIGN AND DATE THIS APPLICATION

|  |  |
| --- | --- |
| Signature |  |
| Date |  |