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# **Application Form CONFIDENTIAL**

**Please complete all parts of this form.**

**Shortlisting will be based solely on the information given on this form and CVs will not be accepted.**

**Please complete all sections of this application using black typescript.**

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| **POST: Account Executive (Full-time Permanent)** **CLOSING DATE: Wednesday 21 October 2020 at 12 midday****INTERVIEWS TO TAKE PLACE ON: Friday 30 October 2020** |

### X

This post is open to Job Share this is not a Job Share post

(See information for applications)

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| PERSONAL PARTICULARS |
| Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Telephone Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| EDUCATION |  |
| Subjects passed at ‘A’ Level/GCSE and grades (or equivalent) |
| Degrees or diplomas with dates and institutions attended and class awarded (starting with the latest) |
| Professional qualifications e.g. CIPR, CIM etc.  |

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| **PRESENT EMPLOYMENT**  |
| Name and Address of present (or last) employer: Post Held: Duties of Post: Date Appointed: Present Salary: Period of Notice: Reason for leaving:  |

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| WORK EXPERIENCE |
| Please list all previous employment including a brief description of duties and dates. This can include vocational, work experience and voluntary placements. Start with the most recent. Information should cover a minimum one-year period. |
| Employer’s Name & Address | Dates of employment | Job title/Duties | Reason for leaving | Final salary |
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| RELEVANT EXPERIENCE TO THIS POST |
| **Referencing the Job Description, how do your skills, experience and abilities relate to this post? Please also tell us why you want to work for Stratagem in this post.**  |
| **1.0 Essential Criteria** |
| ExperiencePlease provide information using examples to demonstrate how your experience to date meets the criteria of:**1.1 A Graduate with experience of monitoring, campaigning or other relevant public affairs or political activities.****Maximum 400 Words** |

###### Political Knowledge

###### Please provide information using examples to demonstrate how your experience to date meets the criteria of:

###### 1.2 Excellent understanding of the structures of governance across these islands and. This to include a thorough understanding of the NI Assembly, the legislative process, administrations, and political parties as well as political issues, cycles and their relevance.

###### Maximum 400 Words

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| **Client and Relationship Management**Please provide information using examples to demonstrate how your experience to date meets the criteria of: **1.3 Experience of managing a complex or sensitive situation.****Maximum 250 words** |

###### Communication

###### Please provide information using examples to demonstrate how your experience to date meets the criteria of:

###### 1.4 Ability to communicate clearly and confidently, both in person and in writing, with people and organisations at all levels.

###### Maximum 250 Words

**1.5 Capability to develop impactful materials to deadlines, including press releases, research reports, briefings, presentations, web content and marketing materials.**

###### Maximum 250 Words

###### Problem Solving

###### Please provide information using examples to demonstrate how your experience to date meets the criteria of:

###### 1.6 An innovative and determined approach to problem-solving.

###### Maximum 400 Words

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| **Managing workloads and an attention to detail** Please provide information using examples to demonstrate how your experience to date meets the criteria of: **1.7 Experience of planning and managing work with ability to prioritise competing work demands, working unsupervised to tight deadlines and the management of a range of different tasks.** **Maximum 250 Words** |

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| Event ManagementPlease provide information using examples to demonstrate how your experience to date meets the criteria of: 1.8 Experience of delivering a successful event. (Please detail the role you played)Maximum 400 Words**Computer literacy** Please provide information using examples to demonstrate how your experience to date meets the criteria of: **1.9 Competence in the use of a variety of Microsoft Office applications, databases, website maintenance software and information management systems, along with an ability to confidently use a number of social media platforms including Twitter and LinkedIn.****Maximum 400 Words** |

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| **2.0 Desirable Criteria** |
| Please provide information using examples to demonstrate how your experience to date meets the criteria of: **2.1 Prior experience of working for a public affairs agency, communications agency, elected representative, trade association or professional body.** **Maximum 250 Words** |
| PRPlease provide information using examples to demonstrate how your experience to date meets the criteria of: **2.2 Previous experience of planning and delivery of PR, publicity strategies and campaigns. Producing media content across a range of platforms including press releases and blogs.****Maximum 250 Words** |

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| **DECLARATION**  I declare that the information set forth in this application form is, to the best of my knowledge, true and complete. Signature:  Date:  |

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| **REFERENCES:**Please supply the names and current business addresses of two referees whom we may contact for a reference. The first one should be from your current employer. (No approach will be made to your current employer before an offer of employment is made). If you are unemployed, this should be your last employer.

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| Name: |  | Name: |
| Job Title/Occupation: |  | Job Title/Occupation: |
| Email Address: |  | Email Address: |
| Tel. No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Tel. No.: |
| In what capacity do you know them? |  | In what capacity do you know them? |

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| **PLEASE RETURN BY EMAIL BY MIDDAY ON WEDNESDAY 21ST OCTOBER TO:** **CLARE FORKER** clare.forker@stratagem-ni.comIf you have any difficulties please call Clare on 07500123400. |