

Bedfordshire and Luton Community Foundation

Application form for internship/volunteer post Executive Assistant - Research

Please complete all sections of the application form and return it with your CV (max 2 pages), by e-mail to mark.west@blcf.org.uk. Any queries, please telephone 01767-626459.

Section 1 – Personal details

Title: (Mr/Mrs/Miss/Ms/Other)	Surname:	First Name:
Address:	Tel. No. (daytime) Tel. No. (evening if different)	
E-mail address:		

Section 2 – Job & person specification

Please tell us how you demonstrate the knowledge and skills set out in the job and person specification. You may wish to use examples of employment, voluntary and community activities and career breaks if applicable.

Writing newsletters and articles for publication.
Contact with media (electronic, paper, radio and TV).
Communicating with a range of organisations and cultures.

Understanding of IT.

Examples of working on own initiative.

Section 3 – Other experience and motivation.

Please provide details of other relevant experience.

What attracts you to work for Bedfordshire and Luton Community Foundation? (150 words maximum).

Section 4 – Referee.

Please provide the name, address, telephone number and e-mail contact of a suitable referee who will be able to support your application. The referee should not be a family member.

Please attach a brief, up to date CV (2 sides of A4 maximum) outlining your employment history, any relevant voluntary work, public service or other experience, together with any relevant academic, professional or vocational qualifications.