Application form for role of speech and language therapy author

* Please read the guidance notes at the end of this form before completing.
* Please fill in the document using Word processing software.
* When completed, send to [neil.thompson@commtap.org](mailto:neil.thompson@commtap.org)

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s):** |  | | |
| **Last name:** |  | | |
| **Address:** |  | | |
| **Postcode** |  | **Tel: mobile** |  |
| **Tel: daytime** |  | **Email address** |  |
| **Do you have the right to work in the UK? Yes**  **No** | | | |
| **Where did you find out about this opportunity?** | |  | |

Qualifications, education, and training

Relevant post-school education

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Qualifications with grades | College/university |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Academic/professional

Current membership of professional bodies (for example HCPC) and other qualifications

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

Present and previous employments

Please put the most recent first

|  |  |  |
| --- | --- | --- |
| **Employer’s name and address** | **Dates from - to** | **Job title and brief description of duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Other relevant skills and experiences

Please include any other skills or experiences which are relevant to the person specification here.

|  |
| --- |
|  |
|  |

References

Should you be successful at interview, you will need to provide us with the names and addresses of two people who can verify your employment record and can provide an assessment of your suitability for this post. You do not need to provide these at this stage.

About you

We are looking for candidates who meet the person specification as set out in our job description.

We’d like to understand more about how you meet some of the requirements of the post. Please answer the questions below, including examples of your experience, skills and knowledge gained in relevant paid or voluntary work, study, or training.

1. Please give us two examples of ideas you would give to parents to help support their child with a communication disability at home. One should be for a primary aged child, and the other for a secondary aged child. Please write in the style you would use for parents/carers of a child.

|  |
| --- |
|  |

1. The key aspect of the role is to write ideas for activities and strategies across a wide range of communication difficulty types/levels and for use by parents with their children aged between 5 and 18 years of age.

Please tell us how your knowledge and experience would enable you to do this, and what strategies you might use to fill in any gaps in your knowledge. (Maximum 250 words)

|  |
| --- |
|  |

1. The role will involve work with parents, including organising a parent group for consultation about the work. It will also include consulting with speech and language therapists. Please describe how you involve parents and professionals in your work with children. (Maximum 250 words)

|  |
| --- |
|  |

1. The role requires excellent organisational skills with the ability to plan and manage your own time. Please use a maximum of two examples to demonstrate how you meet this criteria. (Maximum 250 words)

|  |
| --- |
|  |

Guidance for candidates applying for a job with Commtap

Please read this carefully BEFORE you start to fill in the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills, and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK. Verification of identity is required before confirmation of appointment.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations and the grades you obtained. Also include here any skills training you have had.

About you

This is an important part of the application form. This is where you should describe your experience, skills, and abilities.

If you do not send us this statement, you will not be considered for shortlisting. CVs will not be accepted.

Before you send your completed application to us, please read it thoroughly and ensure all sections of the application have been completed fully and you have addressed all the criteria in the person specification.