**CPA UK Project Assistant Application Form**

This form gives you the opportunity to describe your skills and experience for the essential criteria for the role of Project Assistant listed below. It is important that you read the guidance notes prior to completing this form to give yourself the best opportunity to be shortlisted for the role.

***Important information:*** *Please note that if you do not complete this form your CV will not be put forward for consideration for the above roles. When applying, both your CV and completed application must be anonymous. Failure to make both documents anonymous will result in your application not being considered. Please read guidance notes for further information*.

Using examples, please describe in a maximum of 250 words (per section) how you meet the following criteria:

**Criteria 1** **– Experience of project and events management**

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**Criteria 2 – Excellent interpersonal skills with a demonstrated ability to communicate effectively with a wide range of people and to work diplomatically and impartially in multi-cultural and/or international environments.**

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**Criteria 3 – Flexibility and commitment to work as part of a small team, often under pressure, and to cooperate effectively**

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**Criteria 4 – Ability to take initiative and demonstrate a hands-on, calm and creative approach to problem-solving.**

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