

**A SHORT COVER LETTER/ PERSONAL STATEMENT** (*i.e. No more than 2 pages*)  
outlining why you wish to be considered for the post and where you believe your skills,  
experience and values meet the requirements of the position.

*Insert text here*



Your C.V. should be no longer than 3 pages in length and should clearly state your relevant achievements and experience in your career to date.

*Insert C.V. here*

## ORGANISATIONAL CHART

We would appreciate it if you could include a copy of an organisation chart indicating your current (or most recent) position within the Senior Management team in your organisation/company in the space provided below. There is no fixed requirement here in terms of format, and we will accept whatever format is convenient for yourself (e.g. an existing published chart from your organisations website/annual report), but we would emphasise that the selection panel have requested this to help them understand your level within your current / most recent organisation and your positioning relative to other senior managers. If you are within a complex organisational / business structure, please do your best to communicate your position within the reporting structure / Business / overall organisational structure. If you do not have access to a corporate chart you may find the template below useful.

If you are independent or have not been part of an organisation recently, a chart is not necessary but please indicate if that is the case.

*Insert org chart here*

**KEY ACHIEVEMENTS FORM:**

Having read the competencies and thought about the demands of the role, for each of the areas below, please briefly (ideally no more than 250 words for each) highlight specific achievements, contributions or expertise you have developed during your career to date which clearly demonstrate your suitability to meet the challenges of the role.

Strategic Thinking

**Delivery Focus:** incorporating 'high performance and delivering results' & 'drive and resilience'

**Managing Relationships:** incorporating 'leads people' & 'collaborates and communicates with conviction'

Specialist Expertise and Self-Development