



Document 4- How to apply



You can choose to make your application by writing or by making a video, BSL video or voice recording.



In your application you need to tell us:



1) Your name



2) Your address



3) Your email address



4) Your phone number



5) Are you deaf, disabled or neurodivergent?

Marketing  
and  
Communications



6) The experience you have in marketing and communications.

(400-500 words)

For example:



You could tell us the things you have done well in a similar role



and list the work skills you have, explaining how they will help you in this role.



7) What your personal qualities are and what **lived-experience** you have.

(300 words)



Your lived experience might relate to your disability, deafness or neurodivergence



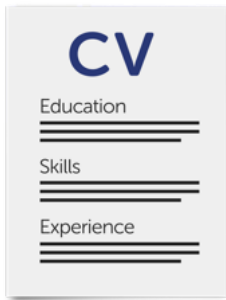
as well as your race, gender, sexuality, age or socio-economic status.



8) and the contact details of 2 previous employers to use as references.



If you are offered the job, TripleC will contact these people for a reference.



9) You must also send your CV.

Make sure it is up to date.



Please email

[applications.tripleC@gmail.com](mailto:applications.tripleC@gmail.com)



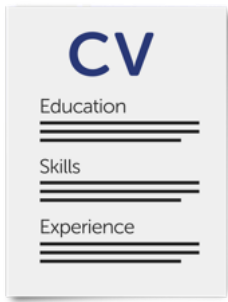
and write **Marketing and Communications Lead** as the subject.



In the email you need to include:



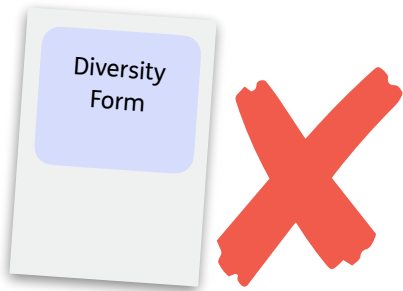
Your written, filmed or recorded application



A CV



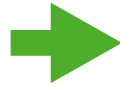
And a completed Diversity Form.



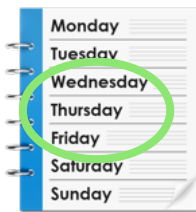
The Diversity Form is not used in your application.



It is only used so TripleC can understand who engages with their company.



The application deadline is **Monday 3rd of March at 9am.**



TripleC will let you know they have received your application within 3 days of you sending it.



Some people will be invited to an interview in March.



Then TripleC will choose who they give the job to.



By the end of March, TripleC will tell everyone who applied for the job if they got it or not.



The Marketing and Communications Lead job will start in April.



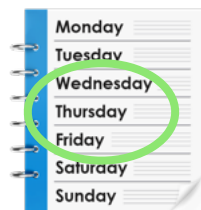
It is ok if the new Marketing and Communications Lead has a notice period at their current job.



TripleC are open to the Marketing and Communications Lead job starting later.



If you have any questions please email [TripleCManchester@gmail.co.uk](mailto:TripleCManchester@gmail.co.uk)



TripleC will aim to respond within 3 working days.