

Job Application Form

**Fundraising and Development Officer**

Applicants must complete the application form in either Arial font size 12, or legible block capitals using black ink

Closing date for applications

**5pm, 29th March 2019**

**POSITION APPLIED FOR:**

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| --- |
| Job Title: |
| Where did you see this post advertised? |

1. **APPLICANT DETAILS**

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| --- | --- | --- |
| **Title:** | **Surname:** | **Forename:** |
|  |  |  |
| **Home Address:** |
|  |
| Post Code: |

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| --- |
| **Contact Details:** |
| Daytime no: |
| Evening no: |
| Mobile no: |
| Email address: |
| National Insurance no: |
| Place of Birth:  |
| Country of Birth: |
| Do you hold a current driving licence? | Yes/No |
| How much notice do you need to give your current employer? |  |

1. **EMPLOYMENT RECORD**

**Please start with your most recent employer**

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| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

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| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

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| Employer Name: |
| Address: |
| Job Title: | From: | To: |
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| Employer Name: |
| Address: |
| Job Title: | From: | To: |
| Brief Description of Duties: |
| Reason for leaving/changing: |

1. **EDUCATION**

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| --- | --- | --- | --- | --- |
| Name of School/College | Qualification/Level | Subject | Grade Awarded | Date Gained |
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1. **FURTHER / HIGHER EDUCATION**

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| --- | --- | --- | --- | --- |
| Name of University/College | Qualification/level | Subject | Grade Awarded | Date Gained |
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1. **PROFESSIONAL MEMBERSHIPS**

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| Please provide details of any professional memberships you hold? |

1. **ESSENTIAL ELIGIBILITY CRITERIA**

**By the closing date for applications, candidates must have:**

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| 6.1) Degree qualification (at least 2:1)Yes No |
| **Please give details of your degree:** |

|  |
| --- |
| 6.2) 3 years of fundraising experience and a fundraising qualification Yes No**Please give details**  |

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| --- |
| 6.3) Hold a full license valid in the UK with access to a car for business purposes. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.Yes No |

6.4) In this section please provide information on how you meet the person specification for the role of fundraising and development officer. Please ensure that any information is evidenced from previous experience from either voluntary roles and / or paid employment (If there is not enough space available please attach additional sheets if required):

**REQUIREMENTS**

As an Equal Opportunities Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation.

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview.

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1. **REFEREES**

If you are responsible to a public advertisement, please provide the required information of two persons not related to you, to whom references may be sent. One of your referees must be either your current or previous employer (if any) or both should be able to comment on your ability to carry out the particular tasks of the job.

Current or previous employer (if any):

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address (including post code) |  |
| Telephone: |  |

Other employer or nominated character referee:

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Organisation: |  |
| Address (including post code) |  |
| Telephone: |  |

**(Please note Referees will only be contacted if an offer of appointment is made)**

1. **CRIMINAL OFFENCES**

*Under the Rehabilitation of Offender Act 1974, some posts are included in the list of excepted employments. As such, any criminal conviction may never be regarded as spent and must be disclosed when applying for a post.*

*It is therefore necessary to ask these questions:*

Have you ever been convicted of a criminal offence (other than a ‘spent\*\*

Conviction under the Rehabilitation of Offenders Act (1974))? (For details refer to Citizen’s Advice Bureau).

Yes No

Are you the subject of any current or pending investigations?

Yes No

If Yes-details (including type of offence, date, sentence, fine etc.) are required from you and should be included in a separate envelope; which will be opened only, if you are considered for the appointment and will be subsequently returned to you. Such information will be completely confidential.

Carrying out any paid or voluntary work for the Steps to Freedom Limited may involve access to young people or vulnerable adults; therefore it is our policy for all applicants to provide an enhanced DBS certificate. A successful candidate will not be able to take up the post until an enhanced DBS certificate is obtained.

1. **ELIGIBILITY TO WORK IN THE UK**

Yes No

You will be required to provide documentation to support this claim (Under Section 8 of the Asylum and Immigration Act 1996) if offered the post

1. **DECLARATION**

I declare that the information, which I have given above, is correct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Please return completed form along with Equality Monitoring Form to:**

**Jackie Moon, Steps to Freedom, Old School Site, Lister Drive, Tuebrook, L13 7HH.**

**Data Protection**

*Applicants should be aware that the information provided in your application form is collected within the context of the Data Protection Act 1998. The information will be used to enable us to consider your application for employment and to provide details for your employment contract in the event of you being successful. Although any information provided by you will be treated in the strictest confidence, it will be used to enable us to comply with our statutory duties on equal opportunities, example impact assessment, monitoring and returns and also replies to statutory questionnaires. On occasion, we may also be required to provide statistical information on employees as part of an overall ongoing monitoring of employees and to our external funders.*

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EQUALITY MONITORING FORM

Steps to Freedom has a commitment to ensuring that we run an organisation regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation), marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics. Thank you for your help in completing this.

|  |  |
| --- | --- |
| **Ethnic Group****White of White British****[ ]** British[ ]  Irish[ ]  Any other White backgroundPlease state:**Mixed Race****[ ]** White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Any other Mixed Race backgroundPlease state:**Asian or Asian British****[ ]** Indian[ ]  Pakistani[ ]  Bangladeshi[ ]  Any other Asian background – Please state:**Do you consider yourself to have a disability?** A disability is defined in law as 'a physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out their normal day-to-day-activities' [ ]  Disabled[ ]  Not disabled**Do you have any caring responsibilities?**This means that you support a family member or friend regularly with things most people are able to do for themselves. **[ ]** Yes**[ ]** No**Age range**[ ]  0 -24[ ]  25 - 64[ ]  65+[ ]  Muslim[ ]  Sikh.   | **Black or Black British****[ ]** Caribbean[ ]  African[ ]  Any other Black backgroundPlease state:**Chinese****[ ]** Chinese**Other Ethnic Group****[ ]** Any other backgroundPlease state: **Which of the following best describes how you think of yourself?** [ ]  Man[ ]  Woman[ ]  Non-binary |
| **Is your gender the same as the one you were given at birth?** |
| **[ ]** Yes**[ ]** No**Which of the following best describes how you think of yourself?****[ ]** Bisexual**[ ]** Gay **[ ]** Heterosexual / Straight**[ ]** Lesbian[ ]  Other - please specify |
| **What is your religion?**[ ]  No religion[ ]  Buddhist[ ]  Christian[ ]  Hindu[ ]  Jewish[ ]  Other – please specify: **Gender**Male / Female |
|  |