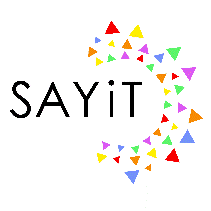
Job Application Form ****

###### THIS SHEET WILL NOT BE SEEN BY THE PANEL PRIOR TO SHORTLISTING

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| THE POST |
| **Post Title:** Charity Manager  **Closing date:** 30th July 2024  Please mark your completed application ‘confidential’ and email to info@sayit.org.uk |

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| PERSONAL DETAILS | |
| Surname / Family Name: | First name:  Pronouns: |
| Your address and postcode:  Your phone number(s): | Your email:  How do you prefer to be contacted? |

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| DECLARATION |
| The facts contained in this application for employment are, to the best of my knowledge, true and complete. I understand that any false statements made may disqualify me from employment, or render me liable to summary dismissal.  Signed: Date:  ❑ If you are completing this application electronically, please tick this box to indicate that you agree with the statement above |

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| RECRUITMENT |
| Please state where you saw this position advertised: |

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| REFERENCES | | | |
| Please give the names and addresses of two people, who you have known in a professional capacity within the past five years, that we may write to for references.  One referee should be your current or most recent relevant employer.  These referees will only be contacted if you are shortlisted for the post. Please indicate whether or not we may contact them at this stage. | | | |
| Current / most recent employer  Name:  Referee’s relation to you:  Address:  Tel:  email: | | Second referee  Name:  Referee’s relation to you:  Address:  Tel:  email: | |
| If you are shortlisted, may we contact this person prior to interview? | | If you are shortlisted, may we contact this person prior to interview? | |
| YES | NO | YES | NO |

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| DETAILS OF CURRENT / MOST RECENT EMPLOYMENT | | | | | | |
| Employer:  Address: | | | | Job title: | | |
| Dates of employment: | | |
| Length of notice required: | | |
| Is this your current employer? | | YES | | | NO | |
| Reason for leaving/wishing to leave:  Brief description of duties and responsibilities: | | | | | | |
|  | | | | | | |
| **PREVIOUS EMPLOYMENT (Please state if paid or unpaid)** | | | | | | |
| (Most recent first) Please continue on a separate sheet if necessary | | | | | | |
| Dates: | Employer: | | Job title: | | | Main Duties: |

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| **EDUCATION/TRAINING** | | | |
| Please list below any relevant education, training or qualifications you have, giving **the most recent first**.You will be required to provide certificates if appointed. Please continue on a separate sheet if necessary. | | | |
| Dates: | School/College/HE etc | Course/qualification: | Grade/result: |
|  |  |  |  |
| **Please account for any gaps in education or employment** | | | |
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| FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION |
| Drawing upon your experience, knowledge, skills and abilities, please explain how you fulfil the requirements set out in the person specification. Experience may have been gained through paid or voluntary work or in the home.  Please continue on separate sheets if necessary but no more than 2 additional sides of A4.  ***NB - Please ensure you address each specific point of the person specification applicable to you, giving evidence which demonstrates how you meet this requirement. For example, it would not be sufficient to state “I have experience of one-to-one support work”. You will need to outline how and where you have gained this.*** |