



COMPLETING THIS FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing. Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

Please either type directly in this form or print out and complete the form in black ink and BLOCK CAPITALS.

POSITION APPLIED FOR

Job Title: Fundraising, Marketing and Events Co-ordinator

Where did you see the post advertised?

PART 1: APPLICANTS DETAILS

Title

Forename(s)

Surname

Address

Post Code

☎ day

☎ other

email

Do you have a full valid driving licence? YES NO

Do you have use of a car YES NO

Are there any restrictions regarding your employment? (Eg do you require a work permit?) YES NO

What is your NI Number?

How much notice do you need to give your current employer?

Can you speak French YES NO

If YES to what level?

Can you speak any other languages (including BSL) YES NO

If YES to what level?

PART 2: EMPLOYMENT AND SKILLS

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills* (please use additional sheets if necessary).

1. Current employer

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving / changing

Can we contact this referee prior to a job offer?

YES / NO

2. Previous employer

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving / changing

Can we contact this referee prior to a job offer?

YES / NO

3. Previous employer

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving / changing

Can we contact this referee prior to a job offer?

YES / NO

4. Previous employer

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving / changing

Can we contact this referee prior to a job offer?

YES / NO

Please use continuation sheet if required

PART 6: REFERENCES

Please give details of two referees, one of whom should be your present employer. If your previous employers no longer exist, or if there are breaks in your employment over the last three years, please give the name of a responsible person to act as a personal referee. Your personal referee must not be related to you and must have known you for at least three years. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Referee #1

Name:

Organisation:

Position:

Address:

Tel:

Referee #2

Name:

Organisation:

Position:

Address:

Tel:

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

Because of the nature of the work for which you are applying, the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 do not apply by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are therefore **NOT** entitled to withhold information about convictions, which for purposes are 'spent', under the provisions of the Act and in the event of employment, any failure to disclose such convictions may result in your dismissal.

Do you have an Enhanced CRB Disclosure? YES / NO

If YES when was it obtained?

Have you ever been convicted of a criminal offence YES / NO

If YES give further details:

Offence	Date of conviction	Sentence

PART 7: DECLARATION

I declare that all the information I have supplied in this application form is correct to the best of my knowledge.

Signature _____ Name _____ Date _____

By signing and returning this application form you consent to HCPT - The Pilgrimage Trust using and keeping information about you provided by you - or third parties such as referees - relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. This information will not be disclosed to any third party.

Thank you for completing this form. Please return it to the HCPT Office by Friday 28th May 2010.