**Job Application Form**

We can only determine your suitability for the position from the information you give in this application.  Please return your completed application form to info@mums-aid or MumsAid, 184-186 Westcombe Hill London SE3 7DH

Personal Details:

|  |  |  |  |
| --- | --- | --- | --- |
| Position Applied For: Fundraising Manager | | | |
| Surname: | | | |
| First Names: | | | |
| Address & Postcode: | | | |
| Home Tel.No: | Work Tel. No:  (if we may contact you at work) | | |
| Mobile No: | Email address: | | |
| This post does not require the use of a vehicle  Do you have access to the use of a vehicle?    Do you hold a current driving licence? | | Yes | No |
| Yes | No |

**Education, Job Related Qualifications and Specialised Training**

**Secondary, Further and Higher Education - most recent first:**

|  |  |  |  |
| --- | --- | --- | --- |
| Subject | Qualification Gained (GCSE, A level, degree etc. | Grade | Date Achieved |
|  |  |  |  |
|  |  |  |  |

**Job Related Qualifications:**

|  |  |  |
| --- | --- | --- |
| Course Title and Qualification if appropriate | Institute | Date |
|  |  |  |

**Specialised Training:**

|  |  |  |
| --- | --- | --- |
| Course Title and Qualification if appropriate | Institute | Date |
|  |  |  |

**Present or most recent job:**

|  |  |
| --- | --- |
| Job Title: | Employer’s Name and Address |
| Date Started/Finished |  |
| Salary: |
| Notice Required: |
| Purpose of Job and Main Tasks: | |
| Reason for Leaving: | |

**Previous Employment** – most recent first. Please ensure you give a full employment history

|  |  |  |  |
| --- | --- | --- | --- |
| Post and Responsibilities | Employer | Dates of Employment | Reasons for Leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Have you been in continuous employment throughout your career?                   YES/NO

Have there been any gaps in your employment?      YES/NO

If yes, please provide details:

|  |
| --- |
|  |

Are you related to any person who works in a paid or unpaid capacity for MumsAid?  If Yes, please provide details:

|  |
| --- |
|  |

**Voluntary Work**

Please provide details of any voluntary or community work, including work experience you have been involved in.

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|  |

**Relevant Skills, Knowledge and Experience**

Please use this space to show how you meet the requirements indicated on the person specification.  Give details of how you meet the criteria and what evidence you have to show you meet each item.  Please structure your statement adopting the key headings of the person specification and use no more than two continuation sheets.

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What professional accreditation do you hold (eg BACP, UKCP etc)?

**References**

Please give the full contact details of two referees.  One must be your current or most recent employer.  The referee should not be related to you or a member of your household.   We will only contact your referees if we offer you the position.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Address & Postcode: | Address & Postcode: |
| Phone No. | Phone No. |
| Email: | Email: |

Any offer of employment will be subject to suitable references.  We may want to obtain references from other previous employers.

|  |  |  |
| --- | --- | --- |
| If offered this position, do you intend to continue working in any other capacity?  If Yes give details: | Yes | No |

Immigration, Asylum and Nationality Act 2006

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in the UK? | Yes | No |

Rehabilitation of Offenders Act

|  |  |  |
| --- | --- | --- |
| This post is exempt from the provisions of the Rehabilitation of Offenders Act, 1974.   You must therefore disclose any criminal convictions, including spent convictions, suspended sentences and bind over orders | | |
| Have you ever been convicted of a criminal offence?  If yes, you may be asked to supply details. | Yes | No |
| This post is subject to criminal record checks at enhanced level |  |  |

**Declaration:**

I declare that to the best of my knowledge and belief, all statements contained in this form are correct. I understand that should I make a deliberate misrepresentation any employment offered to me may be terminated. In submitting this information I agree that my application details may be held securely by MumsAid.

Signed:

Date: