

Application Form

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| Post Applied For | **Trusts and Foundations Manager**  |

Please ensure that you complete all sections of the form in full, do not submit a CV.

Due to COVID19 we are only accepting applications via email:

* Please email your completed forms to: **liz.lesley@positiveeast.org.uk**

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**1.0 Current/Most Recent Employer**

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| **Employer** (please include name, address, telephone number and type of business): |
| **Job Title:** |
| **Brief description of duties:** |
| **Dates From/To:** |
| **Reason for leaving/wishing to leave:** |
| **Current Salary:** |

**2.0 Previous Employment
 (continue on a separate sheet if necessary)**

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| **Employer** (please include name, address, telephone number and type of business): |
| **Job Title:** |
| **Brief description of duties:** |
| **Dates From/To:** |
| **Reason for leaving:** |

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| **Employer** (please include name, address, telephone number and type of business): |
| **Job Title:** |
| **Brief description of duties:** |
| **Dates From/To:** |
| **Reason for leaving:** |

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| **Employer** (please include name, address, telephone number and type of business): |
| **Job Title:** |
| **Brief description of duties:** |
| **Dates From/To:** |
| **Reason for leaving:** |

1. **Voluntary and/or other relevant experiences**
**(continue on a separate sheet if necessary)**

Please detail any voluntary work, community activity, life or other experiences that you feel make you suitable for this position.

| **Role Played** | **Organisation****(if applicable)** | **Activities Undertaken** | **Dates****(From/To)** |
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**3.0 Training & Development**

Please give details of any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post. This can include formal and informal, in-house and external training.

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| **Training** | **Length of course** | **Date** |
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**4.0 Education & Qualifications**

Please tell us about your education and qualifications that are relevant to the post, including qualifications gained overseas. Include courses you are currently undertaking.

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| **Subject** | **Level/Qualification and date gained** | **Institution where gained** |
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**5.0 Supporting Statement
 (continue on a separate sheet if necessary)**

Please read carefully both the job description and person specification for the role before completing this section. **Only those candidates that can demonstrate that they meet the criteria, as detailed, in the person specification will be invited for interview.**

You should use this section to show, using relevant and specific examples, how well you meet each of the criteria as detailed within the person specification.

**6.0** **References**

Please give names, addresses and telephone numbers of two persons who can confirm your suitability for this position.

This will be your present or most recent employer (paid or voluntary work) unless you are returning to work or have just left full-time education. Relatives or partners are not acceptable as work references. All appointments are subject to the receipt of satisfactory references.

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| First Referee | Second Referee |
| Name:Position:Organisation:Address:Telephone:Email:How is referee known to you?Can we contact prior to interview? Y/N | Name:Position:Organisation:Address:Telephone:Email: How is referee known to you?Can we contact prior to interview? Y/N |

**7.0** I confirm that I have the right to work in the UK. **Y/N**

Documents will need to be produced before employment commences.

###### Declaration

**Please read and sign the declaration**.

I declare that, to the best of my knowledge, that the information detailed within this form and any accompanying/supporting documents is correct.

I understand that if I give, in the application or during interview, false or misleading information then this may lead to me being dismissed.

I consent to Positive East approaching a reference contact.

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| **Signed** …………………………………………………………………………… |  |
| **Dated** …………………………………………………………………………… |  |

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Name and Address

Please use this form to give personal details which will be required to contact you for invitation to interview, if shortlisted. This information will be detached from the application form when it is received and will not be available to the selection panel.

**Name**:

**Address:**

**Telephone: (Day) (Evening)**

**Email address:**

Please return your completed forms either by:

email to: **liz.lesley@positiveeast.org.uk**

or by post to: Liz Lesley



 Positive East

 159 Mile End Road

 London E1 4AQ

**DO NOT FORGET TO ENCLOSE YOUR EQUAL OPPORTUNITIES MONITORING FORM AND DECLARATION OF OFFENCES FORM.**