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|  | **APPLICATION FORM** |  |
|  |  |  |
| POST APPLIED FOR: | Trusts and Grants fundraiser |  |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Family Name | Title (Mr, Mrs, Miss etc.) |
| First Names | Preferred name (if applicable) |
| Address | Tel No (Home) |
| Tel No (Work) |
| Mobile |
| Email |
| Postcode | Where did you see this post advertised? |

**EDUCATION AND QUALIFICATIONS**

|  |  |
| --- | --- |
| School/College/University | Qualifications |
|  |  |

**TRAINING**

|  |
| --- |
| Vocational, professional or other relevant training qualifications |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Employer | |
| Date employment commenced | |
| Period of notice required | |
| Position held | Salary |
| Brief description of role & responsibilities | |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Position Held | From | To | Reason for leaving |
|  |  |  |  |  |

**EXPERIENCE AND ABILITIES**

|  |
| --- |
| Please address each item of the person specification to demonstrate what experience, skills and abilities you have that make you a suitable candidate for this position.  You may continue on a separate sheet if necessary. |

**REFEREES**

|  |  |
| --- | --- |
| Please give the names of two referees who can confirm that you meet the selection criteria for this post. One referee should be your most recent employer. | |
| Referee 1 | Referee 2 |
| Name | Name |
| Position | Position |
| Address  Postcode | Address  Postcode |
| Email: | Email: |
| Tel No | Tel No |
| Please tick if you do not want us to contact this referee prior to interview. | Please tick if you do not want us to contact this referee prior to interview. |

Please note that written appointments will not be made until satisfactory references have been received. Proof of qualifications will be required at interview.

**DECLARATION**

|  |
| --- |
| The information on this form is correct, complete and accurate.  Signed Date |

Please return your completed application by email to: [caa@seesaw.org.uk](mailto:caa@seesaw.org.uk)

**Applicants should include a covering letter saying why you are applying for this job, and a CV, with your completed application form. Closing date 12pm on Friday 7th May 2021.**

Unaccompanied CVs will not be accepted.

**INTERVIEW DATE: 18th May**

Shortlisted candidates will be contacted by email or phone.