

Post applied for: CHARITY MANAGER

Closing Date: 11th February 2019

NB: Please read the **Guidance Notes** before completing this Application Form and use capital letters or typescript throughout.

SECTION ONE – Personal Details

Surname:	Other Names:
Home Address	Home telephone no:
	Mobile telephone no:
Email:	
Do you have a prosecution pending or have you ever been convicted by a court or cautioned by the police for any offence? Yes /No If yes, please provide details in a sealed envelope of pending prosecutions, convictions, cautions and bind-over orders, including approximate date, the offence and the court or police force which dealt with the offence. <i>(This envelope will only be opened by the Chair of the Interviewing Panel if the candidate is shortlisted. Disclosure will not automatically disqualify you from consideration for this post)</i>	

SECTION TWO – Referees

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

I declare that, to the best of my knowledge, all information provided in this application is both true and accurate.

Signature _____ **Date** _____

SECTION THREE - Education/ Training

Courses attended	Dates (from/to)	Subject	Qualification/Grade

Date	Other Training or Qualifications (eg Health & Safety/ Equality & Diversity/ Driving Licence)

SECTION FOUR – Employment History

Date Employed STATE MONTH & YEAR (To/From)	Name & Address of Employer/ Job Title/ Main Responsibilities/ Reason for Leaving

SECTION FIVE - Voluntary Work Experience

Date	Voluntary Work Experience (Name of Organisation/ Voluntary Role/ Responsibilities/ Training Received). Include in this section any public duties undertaken (JP, councillor, etc.)

SECTION SIX - Information in support of your application

Please outline below how your skills and experience relate to the requirements outlined in the Person Specification and why you think you are a good candidate for the post.

/continued over

SECTION SIX – continued

