**Cumbernauld Action for Care of the Elderly (CACE)**

**Application for Employment**

**CONFIDENTIAL**

Position Applied For:  **Fundraising Manager**

NAME

ADDRESS

TEL NO (HOME)

TEL NO (WORK)

E mail

Where did you learn of this vacancy?

Are you legally entitled to work in the United Kingdom? Yes/No

If No, please give details on a separate sheet.

**DECLARATION**

I declare that all of the information I have presented in this application for employment is true and to the best of my knowledge, complete.

I have read and understood the contents of the Privacy Statement provided and freely give my consent to Cumbernauld Action for Care of the Elderly handling my personal information as described within the statement.

Signed: Date:

**Tables on this form should expand to accommodate answers. If you are having difficulties with the formatting please submit your answers to any relevant sections in a word document or pdf along with the application form.**

**SCHOOL AND FURTHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Dates | Grades | Comments |
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| --- |
| Please give details of any relevant occupational/vocational training you have had with/without qualifications: |
|  |

**EMPLOYMENT**

*Current or most recent post*

|  |  |
| --- | --- |
| Job Title: |  |
| Employer Name: |  |
| Employer Address: |  |
| Current Salary: |  |
| Date Started: |  |
| Date Left: |  |
| Reason for leaving: |  |

|  |
| --- |
| **WHAT ARE THE MAIN DUTIES AND RESPONSIBILITIES OF YOUR CURRENT / MOST RECENT POST?** |
|  |

**PREVIOUS EMPLOYMENT (please detail dates employed from/ to, employer, job title and duties for each job)**

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**WHICH ASPECTS OF YOUR JOB DO / DID YOU ENJOY MOST / LEAST?**

|  |  |
| --- | --- |
| MOST ENJOYABLE | LEAST ENJOYABLE |
|  |  |
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| --- |
| Why are you interested in this post? |
|  |

This part of the application form will help us to compare your experience, skills and knowledge with the other candidates.

The person specification you received with the job description will help you to understand our requirements for the position.

**Please complete this form using each of the headings to explain briefly why you feel you meet our requirements.**

|  |
| --- |
| Skills and abilities |
| Knowledge |
| Experience |

|  |
| --- |
| ADDITIONAL INFORMATION. Please use this space for any other information you wish to add which you feel is relevant to your application |
|  |

**REFERENCES**

Please give us details of three referees we may approach for confirmation of your ability / suitability for the job.

One of the referees must be your current or most recent employer, the others should have some present or past professional connection with you. If you are a student, a reference from a teacher/lecturer or club leader will be fine.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Ref 1 | Ref 2 | Ref 3 |
| Name |  |  |  |
| Relationship to applicant |  |  |  |
| Email |  |  |  |
| Tel |  |  |  |
| Address |  |  |  |

Completed forms to be returned via email to [info@careatcace.com](mailto:info@careatcace.com)