****

**Application Form**

**PLEASE COMPLETE ALL SECTIONS – CV’s will not be accepted.**

The information that you supply in this application form will enable us to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the General Data Protection Regulation (GDPR).

**Closing date for receipt of applications is: Tuesday 8th February 2022.**

**Applications received after this time will NOT be considered**

|  |
| --- |
|  **Development Manager** |

**Position applied for:**

**Personal information:**

|  |
| --- |
| **NAME :**  |
| **ADDRESS:** |
| **POSTCODE:** |
| **CONTACT NUMBER:** |
| **EMAIL ADDRESS**  |

**Preferred method of Contact** (mark all that applies)**:**

Email Phone Call Text Message OK to leave voicemail

**Eligibility to Work in the UK:** The Immigration, Asylum and Nationality Act 2006 make it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU? **YES / NO** (please delete as appropriate)

**National Insurance Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Protection of Vulnerable Groups:**

Are you a member of the PVG Scheme? YES NO

Membership Number:

**Do you consider yourself to have a disability?**

 **Yes No Prefer not to say**

**If yes, are there any reasonable adjustments that we can do to support you with within the recruitment process, for example, accessibility of interview spaces, large print text?**

|  |  |
| --- | --- |
| **Qualifications**: (continue on a separate sheet, if necessary) |  |
|  |  |
| Qualification | Subject | Grade (if applicable) | School, University or College | Date Gained |
|  |  |  |   |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Training (**Please give details of any training you have had which you consider to be relevant to this post (continue on a separate sheet, if necessary) |
|  |
| Course Title | Dates | Course provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. Copies are not required at this stage.

**Employment History**

|  |
| --- |
| **Current Employment:** Please provide details of your current employment if any: |
| Organisation:  |  |
| Address: |  |
| Contact details: |  |
| Position held: |  |
| Length of time in current employment:  |  |
| Reason for leaving: |  |
| Notice Require for leaving post: |  |
| Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the job applied for: |

**Please tell us about your last 10 years of employment paid or unpaid** (continue on a separate sheet, if necessary).

|  |  |
| --- | --- |
| Name and Address of Employer:  | Date Employment Commenced:  |
| Job Title:  | Date Employment Ended:  |
| Reason for leaving:  |
| Main Duties:  |
| Name and Address of Employer:  | Date Employment Commenced:  |
| Job Title:  | Date Employment Ended:  |
| Reason for leaving:  |
| Main Duties:  |
| Name and Address of Employer:  | Date Employment Commenced:  |
| Job Title:  | Date Employment Ended:  |
| Reason for leaving:  |
| Main Duties:  |

**Voluntary / Unpaid Work**

If you are not at present in paid work, please tell us what you are doing (e.g. studying, working at home, voluntary work etc.) This information could be relevant, so please include it.

|  |
| --- |
| **Employment History Continued** (continue on a separate sheet if necessary) |
|  |
| Name and Address of Employer: | Date Employment Commenced: |
| Job Title: | Date Employment Ended: |
| Reason for leaving:  |
| Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the job applied for: |

|  |
| --- |
| **FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION** |
|  |
| Please use this space to tell us why you are interested in the post, and to outline the experiences, skills and qualities you have that match with the person specification for the post. - Please restrict this information to one side of an A4 sheet. |
|  |
|  |

**References:**

**Please provide details of two referees, one of which must be your most recent employer and must be your line manager. (**Referee’s should not be family members.)

|  |
| --- |
| **Current of most recent employer** |
| Name:  |
| Job Title: |
| Organisation: |
| Address: |
| Contact Email: |
| Contact Phone Number: |
| How does this person know you? |

|  |
| --- |
| **Second Referee** |
| Name:  |
| Job Title: |
| Organisation: |
| Address: |
| Contact Email: |
| Contact Phone Number: |
| How does this person know you? |

**Relationship to Volunteers, Trustees, Board Members or Staff**

If you are related to anyone who works or volunteers for VOLT or are related to any of our Management Committee, please provide details:

**Declaration**

Iconfirm that all information contained in this form is, to the best of my knowledge, true and correct. I accept that providing deliberating false information or omissions could result in my application being withdrawn or may lead to dismissal should I be appointed to the role.

**Signed: Date:**

*(If returning the application form by email there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at interview.)*

**Advertisement Source:**

Please let us know you where you saw this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your interest in this post. Please return your completed form to: info@valeofleventrust.com

The Vale Leven Trust – promotes equal opportunities and operates an Equality & Diversity Policy. We welcome applications from all sections of the community.