

*Position being applied for:*

**Fundraising, sustainability and Development Officer.**

Workplace: GFTU Office, 86 Wood Lane, Quorn. Loughborough, Leicestershire LE12 8DB

**Application form: part 1**

86 Wood Lane, Quorn, Loughborough, Leicestershire LE12 8DB

Tel: 01509 410867 Website: [www.gftu.org.uk](http://www.gftu.org.uk)

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| **Section 1:** Once processed, this section will remain separate to your Application form and should not be stapled or otherwise attached to it if hard copies are submitted. |
| Personal Details. |
| Name |  |
| Home Address and Postcode |  |
| Home phone Number |  |
| Mobile phone Number |  |
| Work phone Number |  |
| e-mail address |  |
| Date of Birth |  |
| National Insurance No. |  |
| Gender |  |
| Availability. |
| Earliest date that you would be available to start in post if selected? | Date: |
| Driving License. |
| Do you have a current Driving License? | Yes [ ] Categories:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No [ ] Details of any endorsements:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Asylum and Immigration Act 1996. |
| Do you require a work permit to work in UK? | Yes [ ] Supporting information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Membership of any club / society / association / professional body. |
| Please list your membership of and involvement with any organisation’s related to your profession / occupation or other interests. |  |
| Additional commitments. |
| Please indicate any part time, voluntary or other time commitments you may have? |  |
| Data Protection Act 1998. |
| Any information held about you will be held in secure conditions with access restrictions. Data will be used for employment and equality monitoring purposes, however all information will be held anonymously. If you are unsuccessful information will be destroyed after 6 months, if you are the successful applicant then relevant information will be taken from the form and used to form part of your Personnel record. |
| Rehabilitation of Offenders Act |
| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of offenders Act 1974, if none, please state. |
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| If there are any matters to declare, please specify; |
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*In certain circumstances, employment will be dependent on obtaining a satisfactory basic CRB disclosure from the Disclosure and Barring Service / Disclosure Scotland.*

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| Declaration of Interests |
| Do you know or are known by any of the staff at the GFTU, Quorn Grange Hotel, Quorn Grange Day Nursery or the GFTU Educational Trust? | [ ] Yes[ ] No |
| If yes, please specify; |  |
| Canvassing |
| Can you please confirm that you have not canvassed for favorable treatment when applying for this position? | [ ] Yes[ ] No |
| If yes, please specify; |  |
| Accuracy |
| Confirm that you recognize if you are successful with this appointment and it is subsequently discovered that any of your responses are inaccurate then it could lead to disciplinary action up to and including dismissal.  | [ ] Yes[ ] No |
| Declaration: *please read carefully before signing this application.*  |
| If you are completing this form on a computer, you will be asked to sign a copy of this form if invited to interview.1. I declare that all information provided on this application form is true and accurate and that I accept the arrangements made regarding this application and recruitment process.
2. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
3. I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
4. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
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| Name: |
| Signature: | Date: |

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| **Section 2:** **references** please give the full contact details for two references who are available to comment on your character and abilities at work. One reference must be your current or most recent employer. |
| Reference 1. |
| Name |  |
| Position |  |
| Home Address and Postcode |  |
| Home phone Number |  |
| Mobile phone Number |  |
| Work phone Number |  |
| e-mail address |  |
| Reference 2. |
| Name |  |
| Position |  |
| Home Address and Postcode |  |
| Home phone Number |  |
| Mobile phone Number |  |
| Work phone Number |  |
| e-mail address |  |

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| **Section 3:** **Disability**. |
| Family Name: |  |
| Forename(s): |  |
| Date of Birth: |  |
| Gender: | [ ] Male.[ ] Female. |
| Are you Disabled? | [ ] Yes *(if yes please complete the DDM Form below).*[ ] No |
| Form DDM |
| The Disability Discrimination Act 1995 defines disability as: “a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities”. If you consider that you have an impairment that disables you in society as defined by the DDA definition please complete the following section; |
| Support / Adaption needs. |
| Arrangements required if selected for Interview; |
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| Arrangements required if appointed; |
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| **Section 4:** **Diversity and Equalities monitoring.** Quorn Grange Hotel aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and customers are respected. To support the hotel’s equality and diversity policy we collect data on recruitment. Personal information provided by applicants for recruitment monitoring does not form part of the selection process and will not be seen by any member of the selection panel. In all cases, your ability to perform the job will be the primary consideration when making the selection decision. |
| Please tell us how you would describe your Ethnic Origin by selecting one of the following categories; |
| **Asian or Asian British**[ ] Indian[ ] Pakistani[ ] Bangladeshi[ ]Any other Asian background please specify | **Mixed Race**[ ] White and Black Caribbean[ ] White and Black African[ ]Any other Mixed Race background please specify |
| **Black or Black British**[ ] Caribbean[ ] AfricanAny other Black background please specify | **White**[ ] British – English, Scottish or Welsh[ ] IrishAny other Asian background please specify |
| **Chinese or other ethnic group**[ ] Chinese[ ] Any other ethnic background please specify |  |
| Do you have any other special needs or requirements that you need to aware of as a prospective employer? |



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**Application form: part 2**

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| **Section 5: Job Application** Once received and processed, the previous sections (1 to 4) will remain separate to your Job Application to ensure that you are assessed on your ability to carry out the role set out in the Job Description and Person Specification. |
| Personal Details. |
| Name |  |

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| **Section 6: Employment History** please complete this section with as much information as you can, starting with your most recent role. We use this form to assess your suitability so please complete and do not simply attach your CV.  |
| Current / Most recent role. |
| Employer |  |
| Job Title |  |
| Duties / responsibilities |  |
| Employed from – to? |  |
| Starting and final salary |  |
| Reason for leaving? |  |
| Notice period required? |  |
| Previous role. |
| Employer |  |
| Job Title |  |
| Duties / responsibilities |  |
| Employed from – to? |  |
| Starting and final salary |  |
| Reason for leaving? |  |
| Notice period required? |  |
| other roles (list most recent first). |
| Employer |  |
| Job Title |  |
| Duties / responsibilities |  |
| Employed from – to? |  |
| Starting and final salary |  |
| Reason for leaving? |  |
| Notice period required? |  |
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| Employer |  |
| Job Title |  |
| Duties / responsibilities |  |
| Employed from – to? |  |
| Starting and final salary |  |
| Reason for leaving? |  |
| Notice period required? |  |
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| Employer |  |
| Job Title |  |
| Duties / responsibilities |  |
| Employed from – to? |  |
| Starting and final salary |  |
| Reason for leaving? |  |
| Notice period required? |  |
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| Employer |  |
| Job Title |  |
| Duties / responsibilities |  |
| Employed from – to? |  |
| Starting and final salary |  |
| Reason for leaving? |  |
| Notice period required? |  |

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| **Section 7: Education** please complete details of qualifications that you have gained. |
| **Secondary School.** |
| Subject | Qualification | Grade achieved | Date |
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| **Post-Secondary School.** |
| Subject | Qualification | Grade achieved | Date |
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| **Post-Secondary School** (continued). |
| Subject | Qualification | Grade achieved | Date |
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| **In-Service Training / accredited CPD activity.** |
| Subject | Qualification | Grade achieved | Date |
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| **Section 8: Hobbies and Interests.** |
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| **Section 9:This job and you…** |
|  Please detail below your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail throughout how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). You might want to reflect on;your reasons for applying for this post.reasons why you believe that you are particularly suitable for this post.a successful piece of work you have done that you are proud of.the skills and experience you have that you believe most closely match the person specification.any other skills or talents that you have that you think would benefit this post and the hotel generally. |
| Feel free to continue on additional page(s). |

GFTU App 2\_09/04/2015