**Application Form**

**Post applied for: Individual Giving Manager – 35 hours per week for 12 months**

Please complete every section of this form and remember to link your information to the Person Specification.

Please use black ink or type your application. You can e-mail the form to us if you wish; however please ensure that we have received it and that we have done so in a readable format. This page, and the equal opportunities monitoring form, will be removed prior to shortlisting of applications.

**About You**

Surname

Other Names

Address

Telephone Number(s)

E mail

**Declaration**

“I agree that George House Trust may use the information provided in this application form for monitoring purposes. I agree that George House Trust may ask my referees for comments on my suitability for the post and request details of my attendance, sickness and salary. I also understand that if I am successful I will need to undertake an enhanced criminal record check with the Disclosure and Barring Service. In submitting this application form, I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.”

|  |
| --- |
| For electronically submitted forms, you will be asked to sign if invited to interview.  **Signed Date** |

**Why do You Wish to Work for George House Trust?**

Please explain your motivation for applying for the role and why you wish to work for George House Trust

|  |
| --- |
| You do not need to fill the whole page if you do not need to |

**Work and/or Voluntary Experience**

Please list any previous jobs you have had, beginning with the most recent, and any voluntary work you have done which you feel is relevant to this application.   
Please use additional sheets as necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates**  **from/to** | **Job title & employer’s name and address** | **Key responsibilities** | **Salary on leaving** |
|  |  |  |  |

**Skills and Knowledge**

Please provide evidence of your skills and knowledge capabilities against EACH of the points in the person specification. Please structure your example using bullet points, providing specific examples from your professional and / or voluntary experience.

Please use additional sheets as necessary.

|  |
| --- |
| You do not need to fill the whole page if you do not need to  Please continue on next page if you need to |

**Qualifications**

Please tell us about any qualifications you have.

|  |  |  |
| --- | --- | --- |
| **School/college/other** | **Qualification Level** | **Subject** |
|  |  |  |

If you wish, add any further information that you would like us to consider in support of your application. Use this section to highlight any difficulties you may have experienced in completing this form so that we are able to take this into account during the shortlisting process**.**

|  |
| --- |
| Please continue on next page if you need to |

|  |
| --- |
| You do not need to fill the whole page if you do not need to |

**References**

Please give us the names, addresses and telephone numbers of two people, including your current or latest employer who would be willing and able to be contacted to verify the information you have given and to let us know their assessment of your ability to carry out this job.

Please tick if you would like us to contact you first before we contact these references.

|  |  |
| --- | --- |
| **Referee One** | **Referee Two** |
| Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO | Name:  Job title:  Address:  Telephone Number(s):  E mail  Can we contact this person prior to interview?  YES/NO |

**Declarations of Criminal Record**

The nature of the duties the post holder will be expected to undertake means you are required at application stage to disclose details of criminal convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

Only relevant convictions/information will be taken into account. Please note that a criminal record will not necessarily be a bar to obtaining a position. Any failure to disclose criminal convictions that are not “protected” could result in dismissal or disciplinary action by the organisation.

All information will be stored confidentially and separately from your personnel file and will be destroyed once a recruitment decision has been made. If you wish, you can separate this form from your application and post it marked Private & Confidential to **Kate Deamon, Volunteer Manager, George House Trust, 77 Ardwick Green North, Manchester M12 6FX.**

**Declaration of a Criminal Record Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |  | | |
| Role you are applying for: Services Adviser | | | |
| ***‘Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’.*** | | Yes  No | |
| If yes, please give details of offences, penalties, disposal and dates. | | Approx. date | Court or Police Force dealing with offence |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |

Please continue on a separate sheet if necessary

**Equal Opportunities Monitoring Form**

The information submitted on this form is treated in the strictest confidence and is used for monitoring purposes only. The information will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be used solely to monitor the diversity of George House Trust’s recruitment regarding Equality and Diversity issues. You may choose to return this form with your application form, in which case it will be removed immediately, or you may wish to send it under separate cover. You may also choose not to answer certain questions, however all information you can share with us is very useful to ensure we are achieving equality and diversity within our recruitment procedures.

|  |  |
| --- | --- |
| Job Reference | Services Adviser |

|  |  |
| --- | --- |
| Gender | Male Female Transgender  Do not wish to disclose |

|  |
| --- |
| Ethnic Group (please tick appropriate box) |
| White  White British  White Irish  White any other White background |
| Mixed  White and black Caribbean  White and black African  White and Asian  Any other mixed background |
| Asian or Asian British  Indian  Pakistani  Bangladeshi  Any other Asian background |
| Black or Black British  African  Caribbean  Any other Black |
| Chinese or other Ethnic Group  Chinese  Any other - please state |
| Do not wish to disclose |

|  |
| --- |
| Sexual Orientation |
| Gay  Lesbian  Bisexual  Heterosexual  Do not wish to disclose |

|  |  |
| --- | --- |
| Age | **years months** |
| Date of Birth | **/ /** |
| Do not wish to disclose |  |
| Do you consider yourself to be disabled under the Disability Discrimination Act?  (The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out day to day activities”.) | |
| Yes  No  Do not wish to disclose | |

|  |
| --- |
| Where did you hear about the vacancy? |
|  |

If you give permission, we will collate this information anonymously and pass it onto our funders. This form will be stored separately from your application form.

“I am happy for this information to be collated and shared with funders.”

Please tick the box if you agree.

Thank you for sharing this information.