



Finding funding for people in need since 1876

Charity Link

Application Form

Guidelines

Please complete this form accurately giving as many details as possible of your skills and experience, and ensure that the completed form is **signed and dated**. Please return the form either by email to linda.gibson@charity-link.org or by post to Charity Link, 20A Millstone Lane, Leicester LE1 5JN, marking the envelope Private and Confidential and for the attention of the Director of Operations.

When completing the Personal Statement section of the form please address each of the points in the list of essentials and desirables included in the application pack.

Please complete the form in **black ink or type**.

Data Protection

The information you provide on this application form will be treated in strictest confidence by Charity Link. By signing this form you are giving consent for all data supplied to be processed for purpose of recruitment and selection, and other standard processes, should you be successful in your application for employment with us.

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We aim to be an Equal Opportunities Employer. It would help us monitor the effectiveness of our Equal Opportunity Policy if you would complete this section, which will not be available to the selection panel.

Position Applied for: Trust Administrator		Ref No. CL0218TA
Personal Details		
Surname:	Title:	
Forenames:	Telephone Number:	
NI Number:		
Address:		
Nationality:	Do you need a work permit for the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>	

Ethnic Origin

Please note that ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group – UK citizens can belong to any of the groups indicated below.

I would describe my ethnic origin as:

White British <input type="checkbox"/>	Asian Indian <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
White Irish <input type="checkbox"/>	Asian Pakistani <input type="checkbox"/>	Black African <input type="checkbox"/>
White Other <input type="checkbox"/>	Asian Bangladeshi <input type="checkbox"/>	Black Other <input type="checkbox"/>
(Please specify) <input style="width: 80%;" type="text"/>	Asian Other <input type="checkbox"/>	(Please specify) <input style="width: 80%;" type="text"/>
	(Please specify) <input style="width: 80%;" type="text"/>	
Chinese <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	
Any Other <input type="checkbox"/>	White & Black African <input type="checkbox"/>	
(Please specify) <input style="width: 80%;" type="text"/>	White & Asian <input type="checkbox"/>	
	Any Other <input type="checkbox"/>	
	(Please specify) <input style="width: 80%;" type="text"/>	

Do you hold a current UK driving licence? YES NO

Disability or additional Support Needs

Do you have a disability: Yes No

If appropriate, what could we do to make it easier for you to attend and participate in the selection process?

Criminal Record/Convictions

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974? Yes No

Have you any criminal charges/investigations pending? Yes No

Health

Have you any medical conditions which might affect your employment? Yes No

Have you received any medical attention/treatment in the last three years? Yes No

If YES, please give brief details of dates and nature of this on a separate sheet.

Declaration

I confirm that the information I have given is correct and complete, and that misleading statements may be sufficient for cancelling any agreements. I understand that, in the event of being offered the position, and due to the sensitive nature of the post, I may be subject to an Enhanced level Disclosure & Barring Service (DBS) check. The DBS check will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post.

I certify that the attached information is, to the best of my knowledge, true and complete and understand that if any details are found to be false, any offer of employment may be withdrawn or employment terminated.

Signature of applicant _____

Date _____

Present Employment

Employer's Name _____

Address _____

Date Started _____ Period of notice required _____

Job Title _____

Reason for seeking new employment _____

Brief description of duties and responsibilities

Previous Employment

(Starting with the most recent employer). (Excluding present employer).

Employer's Name and Address	Job Title	Dates		Brief description of Duties	Reasons for leaving
		From:	To:		

Training Record

Please give details of any training you have undertaken relevant to your employment or personal development.

Dates		Organising Body	Course Title
From:	To:		

Membership of relevant organisations/bodies and other relevant skills not covered elsewhere

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Education Record

Please give details of secondary schools/college/university attended (most recent first).

Dates		School/College/ University	Subjects	Qualifications gained
From:	To:			

Referees

Please give the name, address and telephone number of two referees – one of whom should be your present/last employer/tutor. Your referees should not be family members or known to you only in a social capacity, and both should have known you for a minimum of 12 months. References will be taken up for applicants to whom we are considering offering a post, but will not be contacted without applicants' authorisation.

Present/Recent Employer

Other Referee

Name		
Address		
Position		
Telephone No		
Email		

Personal Statement (*Why do you think you are suitable for the post*)

(Using up to 500 words, in the space below or on a separate sheet please describe why you believe you are suitable for the advertised post, using examples where appropriate.)

Personal Statement *(continued)*

Where did you learn about this vacancy?