

Post Ref G&FO/23

Angling Trust

1 Application for Employment

Title of post applying for: Grant & Fundraising Officer

Personal

|  |  |  |
| --- | --- | --- |
| Title | Surname | First Name(s) |
| Any Previous Names | | |
| National Insurance Number | | |
| Address | | |
| Town/City | | Postcode |
| Home Telephone | | Mobile |
| Home Email | | Work Email |

Where did you see this vacancy advertised?

If you are applying for part-time or job share, please indicate the days and maximum number of hours you are able to work per week

Days       Hours

Would you consider a full time post if yours is the only job share application? Yes  No

2 Current Employment

|  |  |  |
| --- | --- | --- |
| Current Post. Please list main duties | Salary and Benefits | Length of notice required |
|  |  |  |

3 Previous Employment

Please list details of employment starting with the most recent. It would be helpful to account for any ‘gaps’ in your employment history. Please add more rows if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | Name and Address of Employer | Job Title and Duties | Reason For Leaving |
| From | To |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

4 Education and Qualifications

Qualifications will be verified on appointment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course Date | | Establishment Name | Title of Qualifications | Awarding  Body | Result/Grade | Date  Awarded |
| From | To |
|  |  |  |  |  |  |  |

5 Membership of Professional Bodies / Occupational Training

|  |  |
| --- | --- |
| Membership of Professional Bodies | Dates/Grades |
|  |  |
| Please give details of any occupational or other relevant training | Date of attendance |
|  |  |

6 References

|  |  |
| --- | --- |
| 1. Name  Capacity in which known  Address  Postcode  Tel No.  Email  Can we approach this referee **prior** to the interview? Yes  No | 2. Name  Capacity in which known  Address  Postcode  Tel No.  Email  Can we approach this referee **prior** to the interview? Yes  No |

7 General

Are you related to or do you have any substantial connection with any employee of the Angling Trust?

Yes  No  If yes please give details

(This information is required to avoid bias during the selection process)

Do you have a car and valid driving licence?

Yes  No

Should you be selected for interview please indicate any dates it would be impossible for you to attend

There is no guarantee that re-convening the interview date will be possible and that being unable to attend for interview might mean foregoing the opportunity to be considered further.

Do you require a work permit to work in the UK? Yes  No

8 Other Information

Do you have any criminal convictions which are not spent? Yes  No

If yes please give details

**[Note: if this post requires a Disclosure and Barring Service check, all convictions (spent or otherwise) must be declared]**

Do you consider yourself to have a disability? Yes  No  If yes, nature of the disability

If appointed when could you start work?

9 Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the legitimate interests of the business to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is available on our website at www.anglingtrust.net.

**Please sign and date this form – Please type your signature if emailing (should you be interviewed you will be asked to sign by hand at that time)**

I declare that the information I have given is to the best of my knowledge and belief true and complete

Signature       Date

10 Information in support of this application

Please provide a brief covering statement to explain why your personal qualities and experience suit you to this role. Following this, please provide examples which best demonstrate that you have the knowledge, skills and competence requirements listed in the job description, along with any other evidence to show that you would be suitable for the role.

NB. You are welcome to attach your CV to this application form, but all candidates must complete this section.