Private and Confidential

**Application Form**

Post applied for: **Fundraising Officer**

Thank you for your interest in Wheels for Wellbeing. We would like to know more about you.

Please **type inside the grey boxes**, which will expand as you type.

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| --- | --- | --- | --- |
| **Contact Information** | | | |
| Surname |  | First Name |  |
| Address |  | | |
|  |  | Postcode |  |
| Phone (day) |  | Phone (eve) |  |
| Phone (mobile) |  | Email address |  |
| Are you available for an interview on 17th June 2019? (Y/N) | | |  |

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| **Referees**  Please give the names of two people, not relatives, who will provide a reference.  One of these must be a current or most recent employer. | | | | |
| Name |  | Name | |  |
| Position (if relevant) |  | Position (if relevant) | |  |
| Address |  | Address | |  |
| Telephone |  | Telephone | |  |
| Email address |  | Email address | |  |
| Any offer of employment will be subject to satisfactory references | | | | |
| Can we take up reference prior to interview? (Y/N) | | |  | |
| Are you allowed to work legally in the UK? (Y/N) | | |  | |

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| **Education**  Please list in date order starting with the most recent, adding rows if necessary | | | |
| Dates  (from / to) | Establishment | Subject | Qualification gained |
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| **Work / Professional Experience:**  Please tell us about your relevant work experience including an regular part time, casual or voluntary work. Start with your present or most recent work and continue on an additional sheet where needed. You need to explain any gaps in your work / study history. | | | |
| Name of previous employer |  | | |
| Address |  | | |
| Post held (from – to) |  | Salary |  |
| Summary of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
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| Post held (from – to) |  | Salary |  |
| Summary of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
| Name of previous employer |  | | |
| Address |  | | |
| Post held (from – to) |  | Salary |  |
| Summary of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| Please explain any gaps in your work/study history here |  |

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| **Supporting Statement**  Please tell us why you want to be considered for this particular post within Wheels for Wellbeing and why you think you are suitable for the work by showing how you meet the requirements of the person specification. Use an additional A4 sheet if you need too and ensure you name is marked clearly. |
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| **Declaration** | |
| To the best of my knowledge I declare that the information contained in this application form is accurate and correct.  I understand and agree that:   1. The provision of false information may result in disqualification from the recruitment process or termination of employment.   b) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.  c) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non-appointment or disciplinary action and potential dismissal.  d) Where the post for which I am applying requires a background check, I hereby agree to the relevant check being made by the relevant organisation about the existence and content of a criminal records spent or otherwise.  e) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the General Data Protection Regulation (GDPR) and Data Protection Act 2018.  **Signature**:       **Date**:  Please email your completed form via email or postal address (details below), to reach us latest by Monday 10th June, 2019 at 12 noon:  [isabelle@wheelsforwellbeing.org.uk](mailto:isabelle@wheelsforwellbeing.org.uk) or  Isabelle Clement, Wheels for Wellbeing, 336 Brixton Road, SW9 7AA | |
| Signed: |  |
| Date: |  |



**Notes for completing the application form**

Please read these notes carefully. They explain how we would like the form completed.

1. Read the Job Description and Person Specification carefully. They will tell you what the job is about and what experience, skills, knowledge, attitudes and behaviours we are looking for in potential candidates. If you wish to clarify any aspects of the job, do not hesitate to contact Isabelle Clement (Director) on 020 7346 8482.
2. The skills, knowledge and experience could have been gained in paid or voluntary work. Relate your answers to the Person Specification and Job Description. The recruitment panel will only be able to interview the applicants who demonstrate that they meet at least the essential criteria for the job.
3. Explain any significant gaps which are not covered by the education, training, paid or unpaid employment which you have listed on the form. This is an important part of our Safe Recruitment process.
4. **Do not send CVs.** Decisions to interview will be based on the answers provided to the questions on the application form.
5. Your referees should be people who are able to relate their opinion of you to the skills, knowledge and experience needed for the post.
6. If you are completing your application in paper form, type or write in black ink & in capitals. Otherwise, please type in the grey boxes in the application form (they will expand as you type).
7. You are welcome to use additional sheets of paper if there is not enough space on the form but be concise in the information you provide and make sure your name is written clearly on each.
8. If you are a Disabled candidate, do let us know of anything we can do to make the interviewing process accessible for you, should you be shortlisted, by completing the form below.
9. Help us by completing and returning the separate Equal Opportunities Monitoring form. It is for monitoring purposes only and will not be used to decide who to recruit. If you are emailing your form back to us, you do not have to attach this monitoring form to it but we would appreciate if you could print and post it to us (you do not need to add your name to it).
10. Declaration of Criminal Record form: again, if you are emailing your form back, you do not have to attach this to it. Please print and complete it. We will ask you to bring it with you if you are shortlisted for interview.
11. Your completed application form must have reached us by 12 noon on Monday 10th June, 2019. Interviews for this post are planned for Monday 17th June, 2019.
12. If you have not heard from us 10 days after the closing date you can assume you have not been shortlisted.



**Information for Disabled candidates**

It is the intention of Wheels for Wellbeing to give every possible opportunity to Disabled candidates who have the skills and experience we seek. If you wish to clarify any aspects of the job, do not hesitate to contact our Director, Isabelle Clement, on 020 73468482.

If you consider yourself to be Disabled, is there anything we need to know in order to offer you a fair interview? The interview will be held in a fully wheelchair accessible venue with available car parking on-site. Please tell us if there is anything else we can do to make sure the recruitment process is accessible to you.

If you have any specific requirements, please outline them below and return this form with your application.

**Post applied:** **Fundraising Officer**

**Name:**

**Interview date:** June 17th, 2019

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This is what I need Wheels for Wellbeing to take into account / provide to make the interview process accessible to me:

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**Signature:**

**Date:**