

JOB APPLICATION FORM: **Fundraising Officer**

CLOSING DATE: **3rd February 2023**

    

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| **1. PERSONAL DETAILS** |

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| **Surname:** | **Forename(s):** |

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| --- | --- |
| **Address:**  **Post Code:** | **Home Tel. No.:**  **Mobile Tel. No.:**    **Email Address:** |

**2. PRESENT OR MOST RECENT EMPLOYMENT**

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| **Employer and Address:** | **Job Title:**  **From:**  **To:**  **Notice Period:**  **Reason for Leaving:** |
| ***Please give a brief description of your present/most recent duties and responsibilities:*** | |

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| **3. PREVIOUS EMPLOYMENT (please start with most recent and work backwards, ensuring that all periods of time are accounted for)** |

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| --- | --- | --- | --- | --- | --- |
| **Employer (with address)** | **Dates** | | **Job Title** | **Salary** | **Reason for Leaving** |
| **From** | **To** |
|  |  |  |  |  |  |

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| **4. EDUCATION AND TRAINING** |

**SECONDARY EDUCATION**

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| --- | --- | --- | --- |
| **School** | **From** | **To** | **Examinations taken *(include level/grade)*** |
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**FURTHER EDUCATION – UNIVERSITY, COLLEGE COURSES**

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| --- | --- | --- | --- | --- |
| **Establishment** | **From** | **To** | **Examinations taken**  ***(including subject/level)*** | **Classification/**  **Grade** |
|  |  |  |  |  |

**TRAINING COURSES**

|  |  |
| --- | --- |
| **Date** | **Course/Training Details** |
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| **5. ADDITIONAL INFORMATION** |

**MEMBERSHIP OF PROFESSIONAL BODY**

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| --- | --- | --- |
| **Date** | **Body/Organisation** | **Membership Level** |
|  |  |  |

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| **Please give details of any relevant activities or interests that you do not mention elsewhere:** |
| If you closely acquainted/related to any Trustee or employee of Community Action Nepal please provide details:  Please state where advertisement seen: |

**VOLUNTARY ACTIVITIES AND INTERESTS**

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| **6. SUPPORTING STATEMENT/REASONS FOR THIS APPLICATION** |

**Please explain why this post interests you and demonstrate how you meet the requirements as stated in the Job Description and Person Specification. This information will be used in the selection process. (Maximum two sides of A4)**

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| **SUPPORTING STATEMENT/REASONS FOR THIS APPLICATION (continued)** |

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| **7. REFERENCES** |

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| Employment is subject to the Trust receiving satisfactory references. Whenever possible, references will be taken from previous employers. If you are unemployed you should quote a previous employer and if you are self-employed you should quote a client. Where it is not possible to quote a previous employer. At least one other must be someone who knows you in a work related capacity and who is able to comment on your aptitude for the post. | |
| **First Referee**  Name:  Position:    Address:    Postcode: | Tel No.:  Email:    You may may not  approach this referee before interview |
| **Second Referee**  Name:  Position:  Address:  Postcode: | Tel No.:  Email:  You may may not  approach this referee before interview |
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| **8. D ECLARATION** |

To the best of my knowledge I declare that the information contained in this application form is accurate and correct and: -

(i) I understand that the deliberate omission or falsification of information could lead to disqualification of my application or later dismissal, if appointed.

(ii) I understand that the information provided on this application will be stored and processed by Community Action Nepal for a period of six months for recruitment purposes and if successful the information will be stored on CAN’s personnel filing systems both electronically and in hard copy.

(iii) Where I cannot provide evidence of qualifications and / or suitable references I understand that the offer of employment may be rescinded and / or employment terminated.

(iv) Where the post for which I am applying requires me to work with children and / or vulnerable adults I hereby agree to a disclosure being made by the Disclosure and Barring Service about the existence and content of a criminal record unspent, or otherwise, where relevant. (A criminal record will not necessarily be a bar to obtaining a position)

(v) Should I be short-listed I understand that I will be required to provide documentary evidence of my right to live and work in the United Kingdom under the Asylum and Immigration Act 1996.

Signature: …………………………………………………………………. Date: …........…...........

**Please note if emailing your application you will be asked to sign and date your application at interview.**

PLEASE RETURN YOUR APPLICATION FORM TO: nicolaterry@canepal.org.uk OR post to:

CAN

Stewart Hill Cottage

Hesket Newmarket

Wigton

Cumbria

CA7 8HX (Please mark ‘Private & Confidential’ and include the Job Title on the envelope).

*As a charity CAN is committed to saving costs. Therefore, if you have not received an invitation to attend an interview within three weeks of the closing date, you should assume that your application has been unsuccessful.*

*Community Action Nepal is an Equal Opportunities Employer*

*Thank you for taking the time to complete this application.*