



## APPLICATION FORM – IN CONFIDENCE

Post: **Fundraising and Development Manager**

Completed application forms to be returned by: 10am on Monday 3<sup>rd</sup> October  
Interviews will be held on **Friday 14<sup>th</sup> October**. Please ensure you are available on that day.

**PLEASE NOTE:** Only the information given in this application will be considered in determining whether or not you will be called to interview. Please specifically address the appointment criteria on the person specification. CVs will not be considered.

| PERSONAL DETAILS  |                                       |
|---|---------------------------------------|
|   |                                       |
| Title   | Family Name                           |
| First Names   |                                       |
| Address   |                                       |
|   |                                       |
| Home Telephone  | May we contact you there? Yes / No    |
| Mobile Telephone  | May we contact you there? Yes / No    |
| Email Address   | May we contact you by email? Yes / No |
|   |                                       |
| Are there any restrictions on you seeking employment in the UK? | Yes / No                              |
| If so, please give details                                      |                                       |
|   |                                       |
| Are you a registered disabled person                            | Yes / No                              |
| If so, please state registration number and expiry date:        |                                       |
|   |                                       |
| If you have any special requirements, please state:             |                                       |
|   |                                       |
|   |                                       |
| How did you learn about this vacancy?                           |                                       |
|   |                                       |

**EDUCATION AND TRAINING**

Please list your qualifications, dates passed and courses undertaken:

**PRESENT OR LAST EMPLOYMENT**

Employers name and address:

Post held:

Date commenced (and left, if applicable):

Please give a brief description of your duties and responsibilities:

## PREVIOUS EMPLOYMENT

Please give details of previous paid and voluntary employment. For each job, detail employer, dates of employment and main duties undertaken.

## SUPPORTING INFORMATION

Please detail how you meet each of the 15 essential competencies listed on the Person Specification for this post and any information that you can provide that relates to the five desirable competencies.

**Please address each point of the person specification in turn, numbering your responses 1-19,** demonstrating how you meet it with examples from work, voluntary or life experience.

**Max number of words: 2,500.**

Note: You will not be penalised if you provide sufficient evidence of your skills and experience in fewer words.

Continue on additional sheets, but please be concise

## REFERENCES

Please give the name and address of two referees who can comment on your suitability for this post, one of whom should be your current or most recent employer:

Referee 1

Name:

Position:

Address:

Tel:

In what capacity does this person know you?

Referee 2

Name:

Position:

Address:

Tel:

In what capacity does this person know you?

References will not be taken up until after the interview stage.

If appointed, when could you take up the post?

## DECLARATION

I declare that the information given in this application is complete and accurate:

Signed:

Date:

Please return this form via email to:

[jobs@nam.org.uk](mailto:jobs@nam.org.uk)