**APPLICATION FORM FOR FUNDRAISER**

**PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Full name |  | |
| Address |  | |
| Contact details | Tel. (home) |  |
|  | Tel. (mobile) |  |
|  | Tel. (work) may we contact you here? Yes / no |  |
|  | Email |  |
| Do you require a work permit to work in the UK? | | Yes / No |
| If yes, do you have one and (if relevant) when does it expire? | |  |
| Do you hold a current UK driving licence? | | Yes / No |
| Have you ever been convicted of a criminal offence (which is not spent) which would be considered relevant to the post you have applied for? | | Yes/No |

**EMPLOYMENT HISTORY:**

|  |  |
| --- | --- |
| Current or most recent employment | |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |

|  |  |
| --- | --- |
| Previous employment (continue on a separate sheet if needed) | |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employer |  |
| Position |  |
| Brief outline of duties |  |
| Dates of employment |  |
| Reason for leaving |  |

**EDUCATION AND ACADEMIC QUALIFICATIONS:**

(continue on a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| Name of School, College or University. | Dates attended | Qualifications |
|  |  |  |
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**PROFESSIONAL DEVELOPMENT**

(Continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Provider | Duration | Dates | Qualification Awarded |
|  |  |  |  |  |
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**MOTIVATION AND SUITABILITY:**

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| Please outline briefly why you are applying for the role of Fundraiser at New Hope Christian Counselling. |
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| Please describe what experience you have had in administration, working in a charity or fundraising. |
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| Please detail what knowledge and experience you have of IT systems including Word, Excel and email. |
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| Please describe your understanding of New Hope’s Christian Ethos and what your approach to the organisation’s Christian traditions and practices would be. |
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| Please use this area to outline any other information about your character, circumstances, skills, knowledge or experience that demonstrates how you meet the requirements of the role you are applying for. |
|  |

**REFEREES:**

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| --- |
| Please give details of two referees. One should ideally be someone who knows you in a professional capacity, and the other should have known you personally for more than two years and be able to provide a character reference. Please seek the permission of referees before giving their contact details. References are normally taken up after the initial interview. |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Capacity in which known to you |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Telephone number |  |
| Capacity in which known to you |  |

**DECLARATION:**

|  |  |
| --- | --- |
| As New Hope is an organisation with a Christian Ethos, it is essential that the successful applicant is willing to work in accordance with this. By signing below you are declaring that you are willing to accept the New Hope Christian Ethos Statement.  There are a number of other documents that you are required to read and confirm your acceptance of:   * The New Hope Statement of Counselling Policy & Ethical Principles * ACC Code of Ethics and Practice for Counsellors (or BACP equivalent) | |
| Please read and if you understand and agree, sign below. | |
| I declare to the best of my knowledge and beliefs, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer will be conditional upon the following: references satisfactory to New Hope any required job induction training, documented proof of eligibility to work in the UK and of qualifications/membership of a professional body (if necessary), and successful completion of the probation period.  I understand that this appointment is subject to clearance by the Disclosure and Barring Service.  I understand that the information provided on this form will remain private and confidential and will be used only for the purpose of recruitment and selection; and that the processing of this data will take place in compliance with GDPR (data protection law). | |
| Signed |  |
| Print name |  |
| Date |  |