



APPLICATION FORM

POST: Fundraiser and Bid Writer

PERSONAL DETAILS

Name:	
Address:	
Telephone day:	Telephone evening:
Email:	

EDUCATION AND TRAINING (please complete or attach your CV)

Dates: from - to	Institution	Achievements

Please continue on a separate sheet if necessary.

EMPLOYMENT AND VOLUNTEER HISTORY (please complete or attach your CV)

Dates: from - to	Position held	Organisation	Brief overview of main duties

Please continue on a separate sheet if necessary.

Please describe briefly why you would like to work for West Kent Mind.

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Please describe below how you meet each part of the person specification and why you should be appointed to this post.

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Continued...

Continued ...

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to write their response to the question on this page.

Please continue on a separate sheet if necessary.

REFERENCES

Please note names and addresses of two persons from whom we may obtain both character and work experience references. Please state how the person is known to you.	

Are there any restrictions to you taking up employment in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related to any member of the charity's Board of Trustees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION

(Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure Scotland/Access Northern Ireland for an enhanced disclosure. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

Please return your completed application to reach us by 12pm on Monday 24 October 2016.

Post to:

P/A to Chief Executive
West Kent Mind
34 St John's Road
Sevenoaks TN13 3LW

or email to:

hello@westkentmind.org.uk

EQUAL OPPORTUNITIES MONITORING

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form. It will not form part of the selection process.

Job or volunteer role applied for:

Location:

Please tick the appropriate boxes or enter your answer:

What is your gender?

Female Prefer not to say
Male

If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender.

What age group do you belong to?

18-25 45-55
25-35 Over 55
35-45 Prefer not to say

How would you describe your sexuality?

Heterosexual Bisexual
Gay man Prefer not to say
Lesbian/gay woman

Do you consider that you have a disability?

Yes No Prefer not to say

Do you consider that you have a long-term health problem?

Yes No Prefer not to say

Do you have a disability as defined by the Disability Discrimination Act?

Yes No Don't know Prefer not to say

How would you describe your religion or belief?

My religion or belief is

I have no religion or belief Prefer not to say

How would you describe your nationality?

British English
 Scottish Welsh
 Irish
 Other (please describe)

How would you describe your ethnic origin?

White/Mixed White
 White/Black Caribbean White/Black African
 White/Asian
 Any other Mixed background (please describe)

Asian Indian
 Pakistani Bangladeshi
 Any other Asian background (please describe)

Black Caribbean Black African
 Any other Black background (please describe)

Chinese

Any other ethnic group/background (please describe)

Prefer not to say

Thank you for your help.