



Charity No. 1107466
Company No. 4911086

Application form

PLEASE RETURN YOUR COMPLETED APPLICATION TO: ayla.mdvs@gmail.com

Position applied for:	Charity Growth and Sustainability Officer PLEASE DO NOT APPLY FOR MORE THAN ONE JOB ON ONE FORM
Where did you learn of this vacancy?	

<i>Personal Details</i>			
First Names		Address:	
Surname			
Daytime Tel No			
Evening Tel No			
Email			
Nat. Ins. No		Postcode:	
Driving Licence:	Yes / No	Regular access to own vehicle:	yes / no

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Office use only: Job reference:	D/O 1
Application reference number:	

Education: Relevant to this position. Please note if the qualification is not in an area listed on the person specification, please include a short paragraph in the section on skills, ability, knowledge and experience clearly demonstrate why it is relevant.

Provider	Qualifications obtained (please write in full – not abbreviations)	Dates of study

Employment:
Please ensure you show all employment including an explanation for any gaps

Current / most recent employment			
Employer's name			
Employer address			
Position			
Responsibilities			
Salary	Start date	End Date	Period of notice
Reason for seeking new position:			

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Employment History (please continue on a separate piece of paper if necessary):

Employer's name:		Key responsibilities:
Position:		
Dates of employment:		
Salary:		
Reason For leaving:		

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Employer's name:		Key responsibilities:
Position:		
Dates of employment:		
Salary:		
Reason For leaving:		
Employer's name:		Key responsibilities:
Position:		
Dates of employment:		
Salary:		
Reason For leaving:		
Employer's name:		Key responsibilities:
Position:		
Dates of employment:		
Salary:		
Reason For leaving:		
Employer's name:		Key responsibilities:
Position:		
Dates of employment:		
Salary:		
Reason For leaving:		

Voluntary work (please continue on a separate piece of paper if appropriate):		
Organisation name and address	Role and responsibilities	Period

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Training relevant to this position (please continue on a separate piece of paper if appropriate):

Provider	Qualifications obtained	Dates of study

Membership of Professional Associations

Organisation	Level of membership / role / reg No.	Period

Please read below before completing the next part of your application

NB Your application will be marked by the panel **point by point** against your ability to demonstrate how you meet each point of the **Person Specification** for this position, including evidence of how your experience equips you for the post, using examples where possible. You will increase your chances of being shortlisted if you respond to each point of the person specification as the panel will be marking how fully you meet each of the criteria. The person specification can be found within the Job Description. Please **do not exceed 3 sides of A4 in font size 12** in your answer to this section.

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Skills, Abilities, Knowledge and Experience relevant to this position

Please explain why you are the best person to grow and sustain the charity

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Convictions (rehabilitation of Offenders Act 1974)

In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to children and young people. The post you have applied for falls within the above category and is therefore exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are, therefore not entitled to withhold information about convictions which for other purposes are 'Spent' under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

Have you at any time received or had pending a court conviction? Yes / No

Please provide full details of the offence(s), conviction(s) and caution(s) and return them in a sealed, stamped addressed envelope along with your application. These will be considered if you are selected for short listing, otherwise, the envelope will be returned to you unopened.

Referees:

Please provide the names of two referees, one of whom must be your current or most recent employer.

Name:		Name:	
Position and Relationship to you:		Position and Relationship to you:	
Address:		Address:	
Phone Number:		Phone Number:	
E-mail		E-mail	
Can we contact prior to interview?	Yes / No	Can we contact prior to interview?	Yes / No

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Declaration	
I declare to the best of knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice.	
Signed:	Date:

Data Protection: If you apply for a job or work experience at Merseyside Domestic Violence Service Ltd, we will need to collect certain personal data and special category data as part of your application. By providing information within your application, you are consenting to its use for the purpose of processing your application and assessing your suitability to the position of the Development Officer.

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