**Application for Employment**

**Application Form Guidance Notes - Please read carefully.**

[**Personal Information**](#PersonalInformation)

You must complete this section in full. It can be detached from the main body of the application for the anonymous shortlisting of applications. Please ensure that you read the declaration carefully and sign and date the form. If you are submitting your application via email, please type your name and the date. This together with your accompanying email will be deemed to form an electronic signature.

[**Employment History**](#EmploymentHistory)

Please provide details of your previous roles and employers, in this section you will need to provide the name of a referee and full contact details for your last 2 employers (if you have worked before).

[**Qualifications**](#Qualifications)

We value lived experience and actively encourage you to show what personal development and activities you have undertaken which you believe are relevant to your application. If you are currently studying or have recently left education we may seek an academic reference. Please ensure you provide the name and full contact details of a tutor or lecturer who would be willing to provide such a reference.

Please provide full details of all formal qualifications you have received and any for which you are studying. If you are a member of any professional bodies please provide details in the relevant section. You may be required to provide originals of your certificates relating to academic or professional qualifications. Please add details of any Continuous Professional Development (CPD).

[**Why you are applying for this position**](#ApplicationQuestions)

This section is very important as it allows you the opportunity to explain why you wish to apply for the position and why you feel you are a suitable applicant. Please explain how your skills, knowledge and experience match the requirements specified in the advertisement and/or the job description and give details of any relevant interests or activities you feel would further support your application.

**Other Information**

We are unable to accept applications from individuals who do not have the right to work in the UK. If you hold a valid work permit or visa you will be asked to produce your passport and visa on or before the first day of employment.

In line with the Rehabilitation of Offenders Act 1974 spent convictions need not be disclosed, however current convictions may be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

The Chartered Institute appoints on merit and endeavours to recruit from all sections of the community. In order that we reach a wide cross section of candidates and attract those that are the most suitable, it is helpful for us to know how you heard of the vacancy. If you responded to an advertisement, please specify the publication or media.

**Use of Data and Data Protection Statement**

The Chartered Institute will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. Should you be successful in your application, the information will subsequently be used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices, and will be retained by us as part of your employee file for the duration of your employment, plus six years following the end of your employment. This includes your criminal record declaration, records of any security checks, and references. If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for six months from the closure of the campaign.

By signing this application form you:

* Authorise the Chartered Institute to contact previous employers or educational establishments provided to obtain references once an offer has been made and accepted.
* Confirm that the above information is complete and correct, and that any information found to be untrue or misleading will give the Chartered Institute the right to terminate any employment offered.
* Understand that any offer of employment is subject to the Chartered Institute being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, and probationary period.
* Warrant that you are entitled to work in the United Kingdom in the role you are applying for without any additional approvals and will notify the Chartered Institute immediately if you cease to be so entitled at any time during your application process.
* Authorise the Chartered Institute to retain this information as outlined above.

**I confirm that the information I have provided is complete and correct, and that any untrue or misleading information will give the Chartered Institute of Fundraising the right to terminate any employment contract offered.**

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| **Signed** |  |
| **Print Name** |  |
| **Date** |  |

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| **Position Applying For** |  |
| Available Start Date |  |
| **PERSONAL INFORMATION** |
| **Title** |  | **Surname** |  |
| **First Name** |  |
| **Preferred Name** |  |
| **Address** |  |
| **Town** |  | **County** |  |
| **Postcode** |  |
| **Mobile Telephone No.** |  | **Home Telephone No.** |  |
| **Email Address** |  |
| **Do you require a permit to work in the UK?** | **Yes** |  | **No** |  |
| **If yes, and you already have a work permit** | **Date of Issue** |  | **Place of Issue** |  |
| **Date of Expiry** |  | **Passport No.** |  |
| **Visa Number** |  | **Permit Type** |  |
| **National Insurance No.** |  |
| **What is your current employment status?** | **Employed** |  | **Self-Employed** |  |
| **Unemployed** |  | **Student** |  |
| **Other** |  |
| **Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence which is not deemed as now spent?**  | **Yes**  |  | **No** |  |
| If yes, you may be contacted by our Head of Professional Conduct for further details |
| **Where did you hear about this job?** |  |

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| **EMPLOYMENT HISTORY** |
| Please give details of your employment history (paid or unpaid) starting with your present/most recent employer and working backwards. |
| **CURRENT** |
| **Name of Employer** |  |
| **Address** |  |
| **Postcode** |  |
| **Job Title** |  |
| **Employment Dates** | **From** |  | **To** |  |
| **Salary** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |
| **Notice Period** |  |
| **PREVIOUS** |
| **Name of Employer** |  |
| **Address** |  |
| **Postcode** |  |
| **Job Title** |  |
| **Employment Dates** | **From** |  | **To** |  |
| **Salary** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |
| **Name of Employer** |  |
| **Address** |  |
| **Postcode** |  |
| **Job Title** |  |
| **Employment Dates** | **From** |  | **To** |  |
| **Salary** |  |
| **Reason for Leaving** |  |
| **Main Duties** |  |
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| **QUALIFICATIONS** |
| Education, CPD, Lived Experience, Personal Development & Membership of Professional Bodies |
| **Institution Name** |  |
| **Address** |  |
| **Subject/Course** |  |
| **Level (GCSE, Degree, etc.)** |  | **Grade Achieved** |  |
| **Start Date** |  | **End Date** |  |
| **Name and contact details of teacher, tutor or lecturer who would be willing to act as a referee** (if applicable – see Guidance Notes) |
| **Name** |  | **Position/Job Title** |  |
| **Email Address** |  | **Contact No.** |  |
| **Are you a member or registered with any professional bodies?** |  |
| **CPD, Lived Experience & Personal Development**  |
| **Please outline any other relevant Continuous Professional Development, Lived Experience, or Personal Development activities undertaken** |  |
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| **APPLICATION QUESTIONS** |
| **Why do you want to work for the Chartered Institute of Fundraising?** |  |
| **Please tell us why you applied for this position and why you think you are the best person for the job** |  |
| **Briefly outline how your skills, knowledge, and experience (lived or work) match the role requirements.** |  |
| **What is your biggest professional achievement so far?** |  |
| **Give details of any relevant interests or activities you feel would further support your application** |  |

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| **REFERENCES** |
| Please give the names and contact details of two people who we can ask to give you a reference. We may contact them before an employment offer is made. We will not ask your current employer until we get your permission. |
| **First Name** |  | **Last Name** |  |
| **Organisation** |  |
| **Relationship** |  |
| **Email Address** |  |
| **Contact Number** |  |
| **Permission to Contact** |  |
|  |
| **First Name** |  | **Last Name** |  |
| **Organisation** |  |
| **Relationship** |  |
| **Email Address** |  |
| **Contact Number** |  |
| **Permission to Contact** |  |

**Please return this form to** **hr@ciof.org.uk**

**Diversity Monitoring**

The Chartered Institute of Fundraising (Chartered Institute) recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect. We therefore welcome applications from all sections of the community and wish to build an accurate picture of the make-up of our job applicants. We need your help and co-operation to enable us to do this, but filling in [this survey](https://forms.office.com/e/Vhue5P8BWi) is entirely voluntary.

The information collected from [this form](https://forms.office.com/e/Vhue5P8BWi) will only be used for monitoring purposes in an anonymised format and will help us to analyse the profile and make up of applicants and appointees to jobs in support of our equity, diversity and inclusion policies and practices.