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| **FRANCIS HOUSE FAMILY TRUST** |
| **APPLICATION FOR EMPLOYMENT** |

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| Post Applied for: | FUNDRAISING OFFICER |
| Closing Date: | FRIDAY 8TH DECEMBER 2017 |
| Salary: | £21,128.00 - £29,177.00 dependent upon experience |

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| Where did you see this vacancy advertised? |

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| **PERSONAL** |
| How do you wish to be addressed: | Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  |
| Forename(s): |  | Surname: |  |
| Date of Birth: |  |

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| Address: |  |
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| Postcode: |  |
| Telephone: |  |
| Mobile: |  |
| Email: |  |

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| National Insurance Number: |  |
| Do you need a permit to work in the UK: | Yes [ ]  No [ ]  |
| Have you a current driving licence: | Yes [ ]  No [ ]  |
| If YES give details including any endorsements: | e.g. Car, HGV, PSV |

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| **EDUCATION** |
| Schools attended | Dates from/to | Qualifications attained (including grades) |
| Colleges/Universities attended | Dates from/to | Subject taken and qualifications attained |
| Registered Qualifications | Dates | Please list |
| Other training / membership of Professional Bodies / Apprenticeships / Special Courses: | Dates | Please list |

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| **Attendance and Reliability**Please give details from the last 12 months. |
| **Leisure**Please note your leisure interests, sports, hobbies and other pastimes including positions of responsibility held. |
| **General Comments**Please details specific reasons for this application, your main achievements to date, the strengths that you would bring to this post and any other information relevant to your application. |
| **EMPLOYMENT HISTORY –** over the past ten years (current or most recent employer first)Please include temporary posts and work experience. |
| From – to | Name and address of employer | Job title and duties | Final pensionable salary and reason for leavingYou will be expected to bring proof of salary to interview |
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| **Notice required in current post**: |

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| **REFERENCES** |
| Please note the names, addresses and telephone numbers of two persons from whom we may obtain both character and work experience references, one of whom should be your current employer.If you do not wish us to contact your employer until after interview, please tick the box [ ]  |
| 1 | 2 |
| **THE REHABILITATION OF OFFENDERS ACT 1972 (EXCEPTIONS ORDER 1975)**By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) the provisions of Section 4.2 of the Rehabilitation of Offenders Act do not apply to any employment which is concerned with the provision of health services and which is of such a kind to enable the holder to have access to persons in receipt of such services in the course of his/her normal duties. Your answer to the following questions should include any ‘spent’ convictions.Have you ever been convicted of a criminal office? YES [ ]  NO [ ] If YES, give details: |
| **DECLARATION (please read carefully before signing and dating this application)**I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice. |
| Signed: |  |
| Dated: |  |

**Please return this form to:**

Revd David Ireland CEO

Francis House Children’s Hospice

390 Parrswood Road

Didsbury

Manchester

M20 5NA