**CONFIDENTIAL application form for**

**Fundraising Administrator**

Please complete all sections as fully as possible. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click to add rows.

**Why are we asking you to fill in a form, and why won’t we take CVs?**

Application forms allow us to ask every applicant for the same information. The questions and evidence we ask for are based on the person specification in the job description, and we select candidates for interview based on the examples and evidence you give us in this form. **The people who read your application will not see your name, age, gender, or any other personally identifiable information.**

**How to fill in this form**

Please complete all sections 1 to 4 as fully as possible. You must complete ALL questions in section 2 **and** the supporting statement to be considered for interview. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click insert to add rows.

**Please let us know if you need this application form in a different format.**

|  |  |
| --- | --- |
| **Education (with establishments)** | **Academic qualifications** **(with subject and level obtained)** |
|       |       |
| **Professional qualifications: Qualification and where obtained** |
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| --- | --- | --- | --- |
| **Current or most recent employment**Employer’s name and address | **Post and duties** | **From**  | **To** |
|       |       |       |       |
| **Period of notice required from current employment** |
|            |

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| **Previous employment (most recent first)** |
| **Employer’s name and address** | **Post and duties**  | **From**  | **To** |
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| **How to fill in this form:**1. **Please give examples for ALL of the points on the PERSON SPECIFICATION. We have given you an example below.** The boxes will expand as you type.
2. Show, not tell! Please avoid simply telling us how good you are at something – we need evidence, as we will select candidates o whether they have shown us they have the skills or experience.. We really want to hear how you can about the great things you have done, so please do tell us!
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| ***EXAMPLE:***  Enthusiasm for fundraising and working in the charity sector.  | *I have taken an active role in fundraising throughout my education and career including raising sponsorship for an annual cycle, organised bake sales and was an active member of the fundraising committee at University. Doing such activities has given me the drive to develop my career at a charity.* |
| **Essential criteria**  |
| GCSE English and Mathematics (or equivalent) | Please list in the qualifications section. Proof of qualifications will be requested on appointment.  |
| Good knowledge of Microsoft Office applications (Excel, Word and Outlook) |  |
| Enthusiasm for fundraising and working in the charity sector  |  |
| Strong interpersonal skills and the ability to show compassion and empathy  |  |
| A can-do attitude with the ability to balance workload across a number of teams |       |
| Willingness to learn and self-develop |       |
| Strong written and verbal communication skills |       |
| Excellent attention to detail |       |
| Understanding of and commitment to Sobell House Hospice Charity’s mission, vision and values |       |
| Right to work in the UK | We will ask shortlisted candidates to bring proof of their right to work to the interview.  |
| **Desirable criteria** |
| Experience of using a CRM database |       |

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| **Supporting statement: Please tell us why you want this job.** **Maximum 1,000 words** |
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**SEE NEXT PAGE FOR CONTACT DETAILS AND REFERENCES**

**If you are sending a hard copy, please ensure the details below are on a separate page to the rest of your form.**

|  |
| --- |
| **Contact details**Name:      Address:       Email Address:      Contact telephone number:       |
| **Referees**Please give the name and addresses of two other referees (who should not be related to you) who can provide information about your professional career. |
| **First referee**Name:      Address:      Telephone:      Email:       | **Second referee**Name:      Address:      Telephone:      Email:       |
| **Declaration:** I confirm that to the best of my knowledge, the information in this form is true and correct and can be treated as part of any subsequent Contract of Employment. I accept that providing deliberately false information could result in my dismissal. I confirm that I have the right to work in the UK and understand that I will be asked to bring original documents to prove this right if I am called for interview.Signed       Date       |

**Please email your completed application forms (including the rehabilitation of offenders form) to** **recruitment@sobellhospice.org**

**Recruitment timeline: Applications will be reviewed on a rolling basis and interviews will commence shortly after shortlisting with a view to start the role as soon as possible until the vacancy has been successfully filled. Once we have an appointable candidate, the advert will close.**

**Please tell us if you need us to make adjustments to help you attend the interview. We will pay reasonable expenses (capped at £50) where interviews are held face-to-face. Please let us know if you need the application form in a different format.**

**Information on documents to bring for right to work checks:** <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>