**CONFIDENTIAL application form for**

**Individual Giving Fundraiser**

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.**

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| **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:***  Identifying, developing and implementing efficient processes to deliver fundraising campaigns and increase income generation through a great supporter experience. | *In my current role, I led a full review of the supporter journey across the organisation including reviewing collateral, data inputting and internal processes, supporter experience and all potential supporter touchpoints. As part of this, I performed a detailed analysis of the lifetime value of our supporters and orchestrated a supporter survey across the database. From this review I created and delivered a plan to improve our supporter journey. This included automation of some of our key processes to improve efficiency, maximising how we utilise our database and delivering training to the wider fundraising team in relation to these changes. As a result, supporters were able to receive more timely and appropriate communications with relevant asks and calls to action.*  |
| **Essential criteria**  |
| GCSE English and Mathematics (or equivalent) | Please list in the qualifications section. Proof of qualifications will be requested on appointment.  |
| Experience of effectively managing projects and meeting deadlines or targets |       |
| Previous experience of working in a direct marketing or fundraising environment |       |
| Developing excellent working relationships, effectively communicating with colleagues and suppliers to achieve shared goals and meet targets and deadlines. |       |
| Understanding and experience of relationship databases/CRM systems  |       |
| Experience of providing excellent customer or supporter care. |       |
| Right to work in the UK | We will ask shortlisted candidates to bring proof of their right to work to the interview.  |

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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. We will not contact these unless you have been offered the role and have confirmed we can do so.  |
| **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       |

**Closing date for applications is Wednesday 7 December, at 5PM.**

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

**We *aim* to hold interviews during the week beginning 12December 2022. 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>