



Diana Award Job Application Form

Applicants should use additional sheets where there is insufficient space, quoting Job Reference on each additional page.

Position Applied For: Trust Fundraiser

Job Ref: DA240212

1. Education, training and personal development

Please list the educational establishments you have attended, giving details of the start and finish date of your attendance, the name of the establishment, any qualifications you have obtained, the grade awarded (if appropriate) and the date of the award. Please start with the most recent and go back to your secondary school.

Date Started	Date Finished	Name of Establishment	Qualification(s) Obtained	Grade	Date

2. Other Training/ Education

Please give details of any other training, education or development you have undertaken. Give details of the date, nature of the training, place and outcome. Please feel free to include informal training and development, any internal study days by your employer, or any seminars you have attended that you think may be relevant.

Date Finished	Nature of training / Development	Training Provider (if applicable)	Qualification(s) Obtained



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3a. Employment

Please tell us about your current or most recent employment.

Job Title:	
Employer:	
Month and Year Started:	Current Salary:
Please detail your role and responsibilities:	
Month and Year Left (if applicable):	
Reason for leaving:	

3b. Employment Continued

Please list all previous employment (other than described in 3a) with your most recent first.

Please explain any gaps in your employment history.

Date Started	Date Left	Employer's Name & Location	Your Position or Job Title	Reason for leaving or gaps in employment



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4. Attributes

Please describe your three main attributes (as you see them) and outline how these will help with the position you are applying for.

1.
2.
3.

5. Please describe briefly why this position interests you.

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6. Please describe an example of when you have exceeded expectations in your working life.

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7. Please give details of any other information you feel may be useful to support your application.

8. Referees

Please give the names of the two referees, one of which must be your current or most recent employer. If selected, we will require references that are satisfactory to us from these referees.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Please indicate how known: Personal <input type="checkbox"/> Employer <input type="checkbox"/> Please do not contact prior to interview <input type="checkbox"/>	Please indicate how known: Personal <input type="checkbox"/> Employer <input type="checkbox"/> Please do not contact prior to interview <input type="checkbox"/>

9. Professional Registration

If the position you have applied for requires the applicant to be registered with a professional body, please state the body you are registered with and your registration number or reference.

Professional Body: _____ **Registration ID:** _____

I declare that i have answered the above questions honestly and fully. I realise that, if appointed, any false or incomplete statement on my part may result in termination of my contract.

Signature: _____ **Date:** _____

Please return this form to: Tessy Ojo, Director of Operations, Diana Award, The Oasis Centre, 75 Westminster Bridge Road, London, SE1 7HS.



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Personal Details Form

This sheet is separated by the personnel department prior to the short-listing procedure. Please ensure that you complete all sections.

Data Protection: Applicants completing this form will be giving consent for their personal data to be stored in computer systems. This data is held solely for the purposes of recruitment and monitoring equal opportunities. Only the successful candidate's details will be retained, all other data will be destroyed six months after the completion of the recruitment process.

Position Applied For:

Job Ref:

1. Personal Details:

Forenames:	
Surname:	
Address:	Contact Details:
	Home Tel:
	Mobile Tel:
Post Code:	e-mail:

2. Do you have a disability or illness that we might need to take into account during our selection procedure (for example if you have a difficulty with stairs, or your vision or hearing is impaired?) **Yes** **No**

3. Number of days off sick in the last two years? _____

4. Have you been convicted of any criminal offences including spent convictions?
Yes **No**

5. If yes please give details including the nature of the offence and sentence imposed: _____

6. Are you able to provide proof of your right to work in the UK? **Yes** **No**

7. Please indicate how you heard of this post, be as detailed as possible.

Signature _____ **Date** _____

Please enclose this sheet with the main application form.



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Equal Opportunities Monitoring Form

Information for the applicant: The Diana Award seeks to employ people only on the basis of their competence to undertake the role for which they have applied. We try to ensure our selection processes are not influenced by a candidate's age, gender, marital status, religion or ethnicity. Further, we seek not to discriminate against people with disabilities.

Your completed form will be opened and retained by the Personnel Department and used for statistical purposes only to enable us to monitor adherence to our equal opportunities policy.

Please do not enter any personal details on this form.

1. How would you describe your ethnic origin:

Afro-Caribbean		White British	
African		Other European	
Indian		Middle Eastern	
Pakistani		Far Eastern	
Other or Mixed Descent			

2. You are: Male Female

3. Your age is: 16-25 26-40 41-55 56-65 66+

4. Marital Status : (Please state): _____

5. Religion : (Please state): _____

6. Are you registered disabled? Yes No

7. Do you have an unregistered disability? Yes No

If you have answered Yes to questions 6 and/or 7 please state the nature of your disability:

Please enclose this sheet with the main application form.



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STATEMENT IN SUPPORT OF YOUR APPLICATION

*Please read the person specification and Job description provided before completing this section. This page must be completed – CVs are not acceptable. **It is essential that you demonstrate in this section how you meet the Person Specification, including any additional information that you might want to provide that demonstrates how you meet the skills and abilities required for this role.** You may if you wish attach a maximum of three continuation sheets.*