**Application Form**

###### Please complete this form in black ink or black type. Please note that CV’s will not be accepted. In order for your completed application form to arrive by the closing date please send one copy of your application form and the Equality & Diversity monitoring form via email to [recruitment@uk-sands.org](mailto:recruitment@uk-sands.org). We will contact you very shortly after the closing date if you have been shortlisted for an interview. Due to the volume of applications we receive, we are unfortunately unable to reply personally to acknowledge receipt of your application, and if you have not heard from us within 2 weeks of the closing date, then please assume that you have not been shortlisted.

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| Post applied for: | Fundraising Income Processing Officer | Where did you see this role advertised? |  |

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| **Personal Details** |  |
| **First name:** |  |
| **Last Name:** |  |
| **Email:** |  |
| **Primary Tel No:** |  |
| **Mobile Tel No:** |  |
| **Home address inc. post code:** |  |

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| **References** |  |

## Please give the name and addresses of two referees. One must be your current or most recent employer; we are unable to accept references from personal friends.

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| **Name** |  |  | **Name** |  |
| **Position** |  |  | **Position** |  |
| **Organisation** |  |  | **Organisation** |  |
| **Address** |  |  | **Address** |  |
|  |  |  |  |  |
| **Telephone** |  |  | **Telephone** |  |
| **Email** |  |  | **Email** |  |

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| May we contact this referee if you are shortlisted? |  | May we contact this referee if you are shortlisted? |
| Yes  No |  | Yes  No |

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| **Present or Last Role** |  |

Please provide a brief summary of duties and responsibilities of your most recent role.

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| **Employer:** |  |
| **Position held:** |  |
| **Address:** |  |
| **Current salary:** |  |
| **Date started:** |  |
| **Date left (if applicable):** |  |
| **Reason for**  **leaving:** |  |
| **Main duties and responsibilities:** |  |

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| **Previous Roles** |  | |

Please provide details of your employment history starting with the most recent role

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| **Employer:** |  |
| **Position held:** |  |
| **Address:** |  |
| **Date started:** |  |
| **Date left:** |  |
| **Reason for**  **leaving:** |  |
| **Main duties and responsibilities:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Address:** |  |
| **Date started:** |  |
| **Date left:** |  |
| **Reason for**  **leaving:** |  |
| **Main duties and responsibilities:** |  |

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| **Other previous roles** |  |

Please continue on a separate sheet if necessary

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| **Employer** |  | **Date**  **from** | **Date**  **to** |  | **Job title** |
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| **Education, Qualifications & Training** |  |

Where a specific qualification is an essential requirement outlined in the person specification you will be required to provide original certificates at the interview.

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| **Qualification or course** | **Place of study** | **Date completed** | **Grade achieved (if applicable):** |
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| **Additional Information** |  |

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| **Are there any restrictions on your right to work in the UK?** | | Yes  No |
| If ‘yes’, please specify: |  | |
| **Are you related to or have a close relationship with any Sands employee or Trustee?** | | Yes  No |
| If ‘yes’, please state the name(s), relationship  and if an employee, their job title: |  | |
| **Do you have any professional or business interests that might cause a conflict of interest with the role you have applied for or Sands?** | | Yes  No |
| If ‘yes’, please give brief details: |  | |

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| **Supporting Statement** |  |

Please set out how your knowledge, skills and experience are relevant to the post you have applied for and what interested you in this particular role. Please refer to the criteria set out in the person specification and the key tasks within the job description to demonstrate clear links to where and how you gained the knowledge, skills and experience to undertake the role you are applying for. Continue on a separate sheet if necessary.

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| **Declaration** |  |

I declare that all of the information contained in this form is to the best of my knowledge correct. I understand that any false declaration may result in disciplinary action being taken which could result in dismissal.

I consent to Sands holding my personal details with in a manual or electronic filing system in relation to the Data Protection Act 1998.

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| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |

**ALL INFORMATION CONTAINED IN THIS FORM WILL BE TREATED AS STRICTLY CONFIDENTAIL**