Application form

**Grants Programme Coordinator, Longleigh Foundation**

Please complete **this Application Form** and the **Equal Opportunities Monitoring Form** (download from <http://www.allysondavies-consultant.com/job-board/equal-opportunities-monitoring-form/>) and **attach a CV** outlining your career to date, plus any academic and professional qualifications. Please email these three documents, **by 10am on Monday 16 April, 2018**, to longleigh@allysondavies-consultant.com

Full name:

Address:

Mobile phone:

Home phone:

Email:

How did you hear of this post?

Are you eligible to work in the UK?

**References**

Please give details of two professional referees: your current or most recent, and a previous employer:

|  |  |  |
| --- | --- | --- |
|  | Current/most recent employer | A previous employer |
| Name |  |  |
| Relationship to you |  |  |
| Phone |  |  |
| Email |  |  |
| Ok to approach now? | Yes / No | Yes / No |

**Please give details of your current income and benefits details:**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits:

Notice required:

**On no more than two pages, please state:**

1. Why you would like to be the Grants Programme Coordinator of the Longleigh Foundation?

2. What three key areas of your experience and skills you can bring to this role?
Please draw upon the Person Specification to inform your answer.

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the Longleigh Foundation will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to the Longleigh Foundation, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** (type your name) \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_

*By submitting this application to the Longleigh Foundation, you agree to our processing your personal information for the purposes of monitoring and recruitment. We will not keep your information for longer than is necessary; and generally, no longer than six months.*