**Longleigh Foundation**

**Grants Programme Administration Officer**

**Application Form**

Please complete this Application Form **and** attach a CV outlining your career to date, including any academic and professional qualifications. Send your application by **10am** on **Friday 22 March, 2019**, to [Longleigh@allysondavies-consultant.com](mailto:Longleigh+admin@allysondavies-consultant.com?subject=Grants%20Programme%20Administration%20Officer%20application).

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at [Longleigh@allysondavies-consultant.com](mailto:Longleigh+admin@allysondavies-consultant.com?subject=Grants%20Programme%20Administration%20Officer%20application), or on 020 7828 3855 / 07968 556 164.

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Mobile phone |  |
| Home phone |  |
| Email |  |
| How did you hear of this post? |  |
| Are you eligible to work in the UK? |  |

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

|  |  |  |
| --- | --- | --- |
| **Details required** | **Referee One** | **Referee Two** |
| Name |  |  |
| Professional relationship to you |  |  |
| Telephone |  |  |
| Email |  |  |
| Ok to approach? |  |  |

Please give details of your current income and benefits details:

|  |  |
| --- | --- |
| Basic Annual Salary |  |
| Annual leave entitlement |  |
| Employer’s pension contribution |  |
| Employee’s pension contribution |  |
| Any other benefits |  |

**On no more than two pages**, please state below how your experience and skills fulfil the key criteria for this post. In particular:

* Demonstrate how your administrative skills and experiences have contributed to positive outcomes in the places you have worked.
* Help us understand how you fit with our mission and values and have empathy for the themes/groups that we focus on funding.
* Your customer service/stakeholder engagement experiences.
* Your experience of working within a small team environment or how you can show that the small team environment is suited to you.

**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**: