**Application Form**

**Sir John Cass’s Foundation – Administration Manager**

Please complete this Application Form and the downloaded [Equal Opportunities Monitoring Form](http://www.allysondavies-consultant.com/wp-content/uploads/2015/06/Equal_Opportunities_Monitoring_Form.doc), and attach a **CV** outlining your career, with any academic and professional qualifications, to date. Send the three documents by **10am on Wednesday 24 April**, to [SJCF@allysondavies-consultant.com](mailto:SJCF@allysondavies-consultant.com)

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at [SJCF@allysondavies-consultant.com](mailto:SJCF@allysondavies-consultant.com), 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:

|  |  |  |
| --- | --- | --- |
| **Details required** | **Your current or most recent employer** | **A previous employer** |
| Name |  |  |
| Professional relationship to you |  |  |
| Telephone |  |  |
| Email |  |  |
| Ok to approach? |  |  |

Please give details of your current income and benefits:

|  |  |
| --- | --- |
| Basic annual salary |  |
| Annual leave entitlement |  |
| Employer’s pension contribution |  |
| Employee’s pension contribution |  |
| Any other benefits |  |
| Notice required |  |

**On no more than two pages, please include your answers in the space below, stating:**

1. Why you would like to be the Administration Manager at Sir John Cass’s Foundation.
2. The key areas of experience and skills you can bring to this role.

**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 Sir John Cass’s 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 Sir John Cass’s 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:**