**Application Form**

**The Schroder Foundation – Grants & Administration Officer**

Please complete this Application Form and attach a **CV** outlining your career, with any academic and professional qualifications to date, and the [Equal Opportunities Monitoring Form](http://www.allysondavies-consultant.com/wp-content/uploads/2020/01/EO_Form.doc). Send all three documents by **10am on Monday 1 November**, to SF@allysondavies-consultant.com. If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at SF@allysondavies-consultant.com or on 020 7828 3855 / 07968 556 164.

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Mobile |  | Landline |  |
| Email |  |
| How did you hear of this post? |  |
| Do you need a visa to work in the UK? | Yes / No | Notice period |  |

Please give details of two professional referees (they will not be contacted in advance of an offer):

|  |  |  |
| --- | --- | --- |
|  | **Your current/most recent employer** | **A previous employer** |
| Referee’s name |  |  |
| Role / job title |  |  |
| Organisation |  |  |
| Telephone |  |  |
| Email  |  |  |

**Declaration**

I declare that the information that I provide 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 Schroder 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 Schroder Foundation, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signed** [type your name]: **Date:**

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

1. Why you would like to be the Grants and Administration Officer at The Schroder Foundation.
2. The key areas of experience and skills you can bring to this role.