Application form

**Grants Officer, Bernard Sunley Foundation**

Please complete **this Application Form** and the **Equal Opportunities Monitoring Form** (download from http://www.allysondavies-consultant.com/wp-content/uploads/2020/01/EO\_Form.doc) and **attach a CV** outlining your career to date, plus any academic and professional qualifications. Please email these three documents, **by 10am on Monday 27 February, 2023**, to [BSF@allysondavies-consultant.com](mailto:BSF@allysondavies-consultant.com)

|  |  |  |  |
| --- | --- | --- | --- |
| 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 two professional referees (they won’t be contacted in advance of an offer):

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

**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 Bernard Sunley 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 Bernard Sunley 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:**

*By submitting this application to the Bernard Sunley Charitable 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 a year.*

**On no more than two pages, please state below (not in a separate document, please):**

1. Why you would like to be the Grants Officer of the Bernard Sunley Charitable 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.)