**Application Form**

**Grants Administrator**

Please complete this Application Form and the Equal Opportunities Monitoring Form [[from this link](http://www.allysondavies-consultant.com/wp-content/uploads/2023/03/EO_Form.docx)], and attach a CV outlining your career to date, including any academic and professional qualifications. Please send your application, by **25 September 2023**, to [applications+ABGA@allysondavies-consultant.com](mailto:applications+ABGA@allysondavies-consultant.com).

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |  | | |
| Address |  | | |
| Mobile |  | 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 name |  |  |
| Role / job title |  |  |
| Organisation |  |  |
| Telephone |  |  |
| Email |  |  |

**Declaration**

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

**Signed** [you can just type your name]: **Date:**

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

* Why would you like to be the new Grants Administrator at ABCT?
* What experience and skills can you bring to this role in relation to the person specification?