Please complete this application form and return it to: **office@lullabytrust.org.uk**

Post applied for: Fundraising Officer (Corporate and Partnerships)

|  |
| --- |
| **Personal Information** |
| Surname: |
| Forenames: |
| Title (Mr, Mrs, Miss, Ms, etc.): |
| Previous names (if any): |
| Current address: |
| Email address: |
| Daytime telephone number: |
| Do you have the right to take up employment in the UK and, if necessary, a Work Permit? YES/NO  (You will be asked to produce the relevant documentation before commencing employment with us) |
| Dates you are **not** available for interview: |

|  |  |  |
| --- | --- | --- |
| **Education and Training** | | |
| Please detail the most recent first | | |
| Date | University, College, School or other place | Qualifications and grades gained |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment history** | | | | |
| Please give details of your last three jobs, beginning with your present or most recent. Any relevant posts held before then may also be mentioned. | | | | |
| **From** | **To** | **Name of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving:** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
| Have you been convicted of any criminal offences which are not yet “spent” (Declaration subject to the Rehabilitation of Offenders Act 1974) ? | | | | |
| **Other Information** | | | | |
| Do you hold a full driving licence? | | | | |
| Do you have any other training, qualifications or skills relevant to the post? | | | | |
| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. | | | | |
| Have you made a previous application to the Lullaby Trust? If so, when was this and what was the outcome? | | | | |
| Please use this space to say why you are interested in the post for which you have applied, how you meet the job description and provide any other information that may assist your application. | | | | |
| How many weeks’ or months’ notice do you have to give to your current employer? | | | | |
| If you are disabled, please give details of any special arrangements you would require to attend interview. | | | | |
| **References**  Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer.The other should not be a relative or contemporary. We will only contact referees post-interview and with your consent. | | | | |
| First referee | | | | **Second referee** |

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I hereby give my consent to the Lullaby Trust processing the data supplied on this application form for the purpose of recruitment and selection.

Signed:. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Date: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .