

Women's Community Matters is a one stop shop delivering women specific services with care, compassion, kindness and love.

Please use this form to apply for the following posts:

Fundraising & Development Manager (WCM 024) – 21 hours per week

Please read the relevant job description and person specification before completing this application form.

Position/s applied for	Please tick all posts you wish to apply for using this form. The information on this form will be marked separately for each role against set criteria.
	Fundraising & Development Manager

Surname		Forenames	
Title			
Previous surname(s)		Home Tel No.	
Address		Mobile Tel No.	
		Email	

Do you have a full current driving licence?	YES / NO	Is it free of endorsements?	YES / NO
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References

Please give as referees your present and/or most recent employer, most recent place of training or education. We will need two references from referees who are authorised to comment on behalf of their organisation. Please do not give friends or relatives as references.

Name:		Name:	
Company/ Organisation:		Company/ Organisation:	

Position:		Position:	
Address:		Address:	
Telephone Number:		Telephone Number:	
Email Address:		Email Address:	
May we contact this referee without consulting you?	Yes / No	May we contact this referee without consulting you?	Yes / No

Employment History

Present/last:		Dates of employment:	
Address:			
Starting salary:		Final salary:	
Type of business:		Position held:	
Describe the work undertaken			
Reason for leaving			

Please give details of previous employment

Previous:		Dates of employment:	
Address:			
Starting salary:		Final salary:	
Type of business:		Position held:	

Describe the work undertaken

Reason for leaving

Previous Employment

Previous:		Dates of employment:	
Address:			
Starting salary:		Final salary:	
Type of business:		Position held:	
Describe the work undertaken			
Reason for leaving			
Previous:		Dates of employment:	
Address:			
Starting salary:		Final salary:	
Type of business:		Position held:	

Describe the work undertaken
Reason for leaving

Relevant Education and Qualifications (most recent first)

Name and address of School/College/ University attended	Qualifications obtained	Grade	Year taken

Training undertaken (or delivered) (most recent first)

Training Provider or training delivered	Nature of Training	Length of Training	Date Undertaken

Membership of Professional Bodies

Name of Body/Institute	Level of Membership	Year Obtained

Personal Statement

Use this section to demonstrate why you might be suitable for this post and outline experience, main achievements, skills and knowledge gained with respect to the person specifications. Draw on all aspects of your education and experience, including paid and unpaid employment.

Additional Information

An offer of employment will be conditional on completion of an Enhanced Disclosure & Barring Service check. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Women's Community Matters complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. Having a criminal record will not automatically exclude you from working for our organisation. Please ring and ask us for a copy of our policy relating to this or for more information if you are unsure.

Declaration of Interest

If any particulars given by you in this application are found to be false, or if you wilfully omit or suppress any material facts you will, if appointed, be liable for dismissal. Any canvassing, direct or indirect, for appointments or contacts with the organisation is strictly prohibited and will disqualify candidates.

I declare that the information given on this form is correct to the best of my knowledge.

I confirm that the information I have given on this form is correct and complete, and that any misleading statements may be sufficient for cancelling any agreements made. Because of the sensitive nature of the duties the post holder will be expected to undertake, I understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on my suitability for the post.

I understand that an Enhanced Disclosure will be sought in the event of a successful application for the post and therefore I will be required to give details of spent and unspent convictions.

Name (BLOCK CAPITALS)	
Date	
Signed	