**HAMMERSMITH UNITED CHARITIES**

**HEAD OF GRANTS AND COMMUNITY APPLICATION FORM**

**Thank you for your interest in Hammersmith United Charities, we appreciate you taking the time to complete this application form. Please note that:**

* All sections should be completed in full
* The closing time for all applications is at noon on Monday 31 May 2021**.** Applications *will not* be accepted after this date and time. It is anticipated that first round interviews will be held during the week commencing 7th June, and second interview and presentation during w/c 28th June
* Please email your response to [clerk@hamunitedcharities.com](mailto:clerk@hamunitedcharities.com) and use the subject line: Head of Grants and Community. If you require support with completing this application form please contact Victoria Hill on 07393 746 691
* Applications must be submitted as a Microsoft Word or PDF document format only and should be typed
* Hammersmith United Charities is an Equal Opportunities Employer.

**YOUR DETAILS**

Surname: First Name:

Address:

E-mail Address:

Home Phone No:

Mobile Phone No:

Where did you first see this position advertised?

**IT PROFICIENCY:**

Please describe your proficiency in the packages below eg no knowledge, basic working knowledge, proficient, expert

**Microsoft Word \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft Excel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft Outlook \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Microsoft PowerPoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Please list the Grants Management Systems and CRMs you have worked with along with your level of proficiency |

**EMPLOYMENT HISTORY (STARTING WITH MOST RECENT)**

**Name of Employer:**:

Post: Salary Dates: :

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| Describe Relevant Duties: |

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| Reason for leaving: |

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Post: Salary Dates:

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| --- |
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| --- |
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|  |
| --- |
| Reason for leaving: |

**Name of Employer:**:

Post: Salary Dates:

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| Describe Relevant Duties: |

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| Reason for leaving: |

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| **AVAILABILITY**  If you were offered the job, when could you start? |

**EDUCATION (STARTING WITH MOST RECENT)**

Course Title:

College/University:

Dates:

Course Content: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Title:

College/University:

Dates: from:

Course Content: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional or other qualifications, apprenticeships, memberships of professional organisations:

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Other training you have received which you consider relevant:

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| **YOUR SKILLS, ABILITIES AND EXPERIENCES**  *Before completing this section please read the job description and person specification carefully. Please summarise the skills, abilities and experience that you have which are* ***relevant to this role*** *using examples to illustrate.* |
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| **YOUR INTEREST IN THIS ROLE**  *Please explain what attracts you to this role and how it fits with your career path* |
| **HOW YOU WOULD MAKE A DIFFERENCE**  *Hammersmith United Charities has been making a difference for the past 400 years. Please summarise how you would make a difference in this role.* |

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| **RIGHT TO WORK IN THE UK**  Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?  NO, I am legally entitled to work in the UK without restrictions.  Yes. If yes, detail below: |
| **PREVIOUS CONVICTIONS**   |  | | --- | | A criminal record will not necessarily be a bar to obtaining a position at Hammersmith United Charities. If a check is returned and reveals any information, this will be discussed with the applicant. Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986 Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants are, therefore, **not entitled** to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any information given will be completely confidential and will be considered only in relation to an application for a post to which the Order applies. The Charity will not discriminate unfairly on the basis of a criminal conviction or other information revealed. The post will be subject to an enhanced DBS check.  Have you been convicted of a criminal offence (including any "spent" convictions under the Rehabilitation of Offenders 1974 Act)? **YES / NO (please delete as appropriate)**  If **YES,** please give details of any convictions (however old) in a separate document and return under separate cover marked FAO Victoria Hill. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests. |   You must also keep us informed of any subsequent convictions, cautions, reprimands or warnings.  (If you are unsure whether to disclose a conviction or caution, you should refer to the DBS guidance at https://www.gov.uk/tell-employer-or-college-about-criminal-record) |

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| **REASONABLE ADJUSTMENTS/ARRANGEMENTS FOR INTERVIEW**  **Please contact us if you need the application form in an alternative format including large print.**  If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be |

**REFEREES**

Please provide two referees – one of whom should be your present or most recent employer. All appointments are subject to satisfactory references. **Referees will not be contacted without your prior consent.**

**Referee 1.**

Name:

E-mail Address:

Telephone Number:

How do you know this person:

**Referee 2.**

Name

E-mail Address:

Telephone Number:

How do you know this person:

I declare that the information given on this form is correct and can be treated as part of any contract of employment.

Signed: Date:

**Good luck with your application and thank you for your interest in Hammersmith United Charities**