**THE SIR FRANCIS CHICHESTER TRUST**

**APPLICATION FORM - TRUST MANAGER VACANCY**

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| --- | --- |
| Please return this form to [info@chichestertrust.org.uk](mailto:info@chichestertrust.org.uk) | |
| Application for the post of | Trust Manager |
| Closing Date | Friday 16 December 2022 (5 pm) |
| How did you hear about this job? (Name of publication if advertised) |  |

## Part A: Personal Details (Block capitals please)

|  |  |
| --- | --- |
| Family Name / Surname |  |
| Previous Name(s) |  |
| Forename(s) |  |
| Known Name:  (If different from Forename) |  |
| Preferred Title  (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current Address  (Please include Postcode) |  |
| Preferred Contact Telephone Number |  |
| Alternative Telephone Number  (If available) |  |
| Email Address |  |
| Date of Birth (See note\* below) |  |
| \*Date of birth is required as post involves working with children / young people. | |

## Part B: Present (or most recent) Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address  of Employer |  | | |
| Job Title |  | | |
| Start Date |  | Notice required or date left (if appropriate) |  |
| Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving: | | | |
|  | | | |
| Please explain why you are applying for this post at this time: | | | |
|  | | | |

## Part C: Employment History (most recent first)

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| --- | --- | --- | --- |
| Please give as much relevant information as possible. For posts working with children and young people you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer (you may continue on a separate sheet if you need to). | | | |
| Name & Address of Employer | Dates From/To  (MM/YY) | Job Role | Reason for Leaving |
|  |  |  |  |

## Part D: Academic, Professional and Vocational Qualifications

You may continue on a separate sheet if you need to.

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| --- | --- | --- |
| Exams Passed (Level)  Qualifications & Memberships  (Most Recent First) | Grade and  Date  Achieved\* | Name of Educational Establishment and/or Professional or Awarding Body |
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Part E: Training/Continuing Professional Development

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| --- | --- | --- |
| Please give details of relevant training/development activities (you may continue on a separate sheet if you need to). | | |
| Training Course and Organiser or Development Activity | Time spent | Outcome - Grade Achieved  (where applicable) |
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Part F: Personal Statement

You may continue on a separate sheet if you need to.

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| Referring to the job description and personal specification, provide examples of how your skills and experience, both within and outside of the workplace, meet the requirements of the post. Additionally, please outline what particularly attracts you to this post and how you might make a significant contribution to achieving the objectives of the Trust. |
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## Part G: Supplementary Information

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| --- | --- |
| **Personal Transport:** | |
| Do you have a current driving licence? | Yes  No |
| **Positive About Disability:** We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. | |
| Do you consider yourself to have a disability? | Yes  No |
| If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have? | Yes  No |
| **Disclosure of Criminal Offences:** The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’ | |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’: | |
|  | |

Part H: References and Declaration

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| --- | --- |
| **References:** Please note that References will not be contacted without your approval.  Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. | |
| **Name of first referee** |  |
| Job Title of Referee |  |
| Name of organisation |  |
| Address (Including Postcode) |  |
| Email address |  |
| Daytime telephone number |  |
| Relationship to you (eg supervisor, tutor) |  |
| Dates of your employment | From: To: |

|  |  |
| --- | --- |
| **Name of second referee** |  |
| Job Title of Referee |  |
| Name of organisation |  |
| Address (Including Postcode) |  |
| Email address |  |
| Daytime telephone number |  |
| Relationship to you |  |
| Dates of your employment | From: To: |

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| --- | --- | --- | --- |
| Declaration | | | |
| * I confirm that I am entitled to live and work in the United Kingdom. * I am willing for this data to be held and processed by The Sir Francis Chichester Trust. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | | | |
| Signed |  | Date |  |

# 

# Confidential

## *Equal Opportunities - Recruitment Monitoring*

**This form will be kept separate from your application form. It is not referred to during the selection process.**

The Sir Francis Chichester Trust values diversity and is committed to promoting equality of opportunity for job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

*Please check the appropriate boxes by double clicking on chosen box and choosing ‘checked’.*

|  |  |
| --- | --- |
| **Name:** | **Job Ref: Trust Manager to The Sir Francis Chichester Trust** |
| ***Are you?*** *Male*   *Female* *Other* | |
| ***What is your date of birth (dd/mm/yy)?***       /       / To which of these groups do you consider you belong to?  ***White***  ***Asian or Asian British***  British  Other  Indian  Bangladeshi  Irish  Pakistani  Other ***Mixed Black or Black British*** White & Black  White & Asian  African  Caribbean  Caribbean  White & Black African  Other  Other ***Other Background*** Chinese  Gypsy  Other  If you have ticked other to any of the above, please specify:  **Do you consider that you have a disability?** Yes  No  **NB** Under the Disability Discrimination Act 1995, a person with a disability is defined as having ‘a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.  It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.  **If yes, please indicate the nature of your disability.**  Physical Impairment  Mental Impairment  Other    Mobility Impairment  Visual Impairment  More than one  Impairment  Hearing Impairment  Learning Disability | |