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| Cancer Fund for Children Logo |
| **Application for Employment** |

###### Reference: [Community Fundraising & Engagement Manager/April 2024]

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| **Notes – Please read before completing the application form** |

* Applicants should submit this form; supplementary material such as CV’s will not be accepted.
* You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description.
* Please return completed application form in confidence to: **Human Resource Team, Cancer Fund for Children, Curlew Pavilion, Portside Business Park, Airport Road West, Belfast, BT3 9ED** or by email to **HR@cancerfundforchildren.com**.
* Please ensure you return the monitoring form, in a separate envelope with your application form.
* In order to be considered, your completed application must be returned **no later than [Time/Date]**

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| **Position Applied For: [Role]** |
| Surname: | Title: | Forename(s): |
| Address:Post Code: | National Insurance Number: |
| Do you have the right to work and live in the UK | Full Driving Licence?  | Own Transport?  |
| Yes/No: \_\_\_\_\_ | Yes/No: \_\_\_\_\_ | Yes/No: \_\_\_\_\_------- |
| Contact Details |
| Contact Telephone Number: |
| Mobile Telephone Number: |
| Private Email Address: |

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| **Secondary / Further Education** |
| From | To | Type of School (e.g. Grammar) | Subjects  | Result |
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| **University / Higher Education** |
| From | To | University / College | Title of Degree / Diploma | Result |
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| **Details of any Professional and Training Courses taken** |
| Date | Organising Body | Name of Course | Result |
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| **EMPLOYMENT HISTORY – PRESENT POST** |
| Name and address of present employer | Date appointed.Day/Mth/Yr / / | Present Salary/Wage | Period of Notice |
|  | Reason for leaving: |
| MAIN DUTIES OF PRESENT POST |
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| **EMPLOYMENT HISTORY – PREVIOUS POSTS****(Please list your previous posts beginning with the most recent)****Continue on separate page if necessary.** |
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| **1. Name and address of employer** | **Job Title and location** | **FROM**Day/Mth/Yr **/ /** | **TO**Day/Mth/Yr **/ /** |
| **Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Duties (briefly):** |
|  |
| **Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **2. Name and address of employer** | **Job Title and location** | **FROM**Day/Mth/Yr **/ /** | **TO**Day/Mth/Yr **/ /** |
| **Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Duties (briefly):** |
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| **Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **3. Name and address of employer** | **Job title and location** | **FROM**Day/Mth/Yr **/ /** | **TO**Day/Mth/Yr **/ /** |
| **Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Duties (briefly):** |
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| **Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **4. Name and address of employer** | **Job title and location** | **FROM**Day/Mth/Yr **/ /** | **TO**Day/Mth/Yr **/ /** |
| **Rate of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Duties (briefly):** |
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| **Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **5. Name and address of employer** | **Job title and location** | **FROM**Day/Mth/Yr **/ /** | **TO**Day/Mth/Yr **/ /** |
| **Rate of Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Duties (briefly):** |
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| **Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **6. Name and address of employer** | **Job title and location** | **FROM**Day/Mth/Yr **/ /** | **TO**Day/Mth/Yr **/ /** |
| **Rate of Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Duties (briefly):** |
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| **Reason for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Meeting the Criteria** |
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| In this section, we would like you to provide information which will aid the shortlisting process. In each of the sections please state how you meet the particular criteria, giving at least one example from your paid work experience as appropriate. Please ensure this section of the form is completed fully and thoroughly to aid selection decision making. Please continue on a separate page if necessary. |
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# ESSENTIAL CRITERIA:

**Qualifications [Relevant to Job Description]**

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**Experience/Knowledge [Relevant to Job Description]**

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| **1. Leadership & Management** - Please provide an overview of your experience in leading and managing a team of fundraisers (or other team) and detail what you feel are the most important elements in building a high performing team that works remotely/hybrid *(max 300 words)* |
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| **2. Community Fundraising & Engagement Strategy –** Please share your knowledge and experience of developing, implementing and successfully delivering or contributing to the delivery of a fundraising/marketing strategy. (*max 200 words)*  |
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| **3. Budget Management –** Please detail your experience and success in developing and delivering an income and expenditure budget. What KPIs do you feel are most important in managing a budget. *(max 300 words)* |
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| **4. Community Fundraising Portfolio Development –** Please outline an example of a key innovation that you initiated and/or led that resulted in increased income, reach and engagement of supporters, or that enabled your organisation to reach and engage with a new audience. *(max 300 words)* |
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| **5. Volunteer & Supporter Engagement –** Can you share your experience of ensuring excellent supporter and volunteer recruitment and retention and share one example that demonstrates your success in this area.  |
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# DESIRABLE CRITERIA

**Can you please share your key motivation for this role and what excites you most about it. *(max 200 words)***

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**CRIMINAL RECORD**

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| Please advise of any criminal convictions which are not regarded as spent under the Rehabilitation of Offenders (NI) Order 1978. If none please state. |

**OTHER INFORMATION**

**Please indicate where you heard of this vacancy.**

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| Newspaper/Jobfinder Website | Word of Mouth |
| Cancer Fund for Children Website | Linkedin |
| OtherPlease specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# REFERENCES

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| Please give the names and email addresses of two people we may contact for employment references. One should be your current or most recent employer.These will not be taken up unless an offer of employment is made |
| Name:Position:Address:Telephone Number: | Name:Position:Address:Telephone Number: |

**DECLARATION** (Please read this carefully before signing this application)

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| I confirm that the above information is complete and correct and that any untrue or misleading information will give the management of Cancer Fund for Children the right to terminate any contract of employment offered.I agree that Cancer Fund for Children reserves the right to require me to undergo a medical examination at any time. Should this organisation require any further information with view to contacting your doctor for a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor |
| Signed: Date: |