

## Application Form

Please complete this form electronically, answering all questions, and return to office@frg.org.uk

**APPLICATION FOR THE POST OF:**

(Please give full Job Title)

**FIRST NAME: LAST NAME:**

**ADDRESS:**

**CONTACT NUMBER:**

**EMAIL:**

**How did you find out about this role? Please underline one:**

* Guardian Jobs
* Charity Jobs
* Indeed
* FRG website
* Social media
* Word of mouth
* Other (Please state):

**1. EDUCATION AND TRAINING**

Please list both formal and informal education and training, in chronological order starting with the most recent first, including:

1. the date when the course started and finished
2. the name of school/college/organisation
3. the title of the course/qualification
4. the grade of pass (where appropriate)

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| **Dates** | **Name of school/college/institution** | **Title of the course/qualification** | **Grade** |
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**2. PAID AND UNPAID WORK EXPERIENCE**

Please list this in reverse order i.e. with the most recent at the top. Please give dates and the duties involved and include the salary if the work was paid.

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| --- | --- | --- | --- | --- |
| **Dates** | **Organisation** | **Job title** | **Duties** | **Salary in GBP (if unpaid please state)** |
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**3. GAPS IN EMPLOYMENT HISTORY**

Please explain any gaps in your employment history.

**4. This is advertised as a full-time role, but with flexible arrangements possible. If you are not looking to work full-time, please indicate here. Also, if you would be employed or self-employed in any other capacity while working for Family Rights Group, please include details.**

**5. If selected by Family Rights Group, when would you be able to start?**

**6. Have you ever been subject to a disciplinary process? Yes/No**

If yes, please give details:

**7. REFERENCES**

Please give the name, address and telephone number of two referees. Please ensure that you give references which cover at least the last five years of your employment. The first referee must be your present or most recent employer and your relevant line manager. You may also provide the name of a personal referee as well as your employment references is you wish. If you do NOT wish referees to be contacted until after any interview please mark an X here:

**1) Name, Job Title & Organisation:**

 **Email:**

**Tel No:**

**2) Name, Job Title & Organisation:**

 **Email:**

 **Tel No:**

**8. QUESTIONS FOR THE ROLE**

Please provide answers to the three questions below, and refer to the job description and person specification when answering them. Use a maximum of 300 words for each question.

1. Tell us about your qualifications and experience that are relevant to this role.
2. Please tell us about previous role(s) in which you have led successful income-generating applications and activities.
3. Please tell us what interests you about Family Rights Group and this role.

**9. DECLARATION**

Family Rights Group will always keep your personal information private and hold it securely. We are committed to being open and honest, to acting with integrity and to complying with the spirit, as well as the letter, of data protection law. Our Data Protection & Privacy Policy is available on our website and sets out how we collect, process and store personal data, and how you can let us know if you want us to change the way we store and use your personal data. Please note that we will keep job applications on file for up to 6 months for unsuccessful applicants and for longer for applicants who become employees.

**Statement to be signed by the applicant**

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, we will not be able to consider your application.

*I agree that Family Rights Group can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the UK Data Protection legislation.*

*I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn, or employment terminated.*

**Signed [insert name]: Date:**