****

****

**JOB APPLICATION FORM**

# DEVELOPMENT MANAGER

****

#### Candidate Number \_\_\_

# Application Form

 **(Initially 30 hours – rising to 37 hours in March 2022)**

**DEVELOPMENT MANAGER**

**(WTBL)**

**PART 1 PERSONAL DETAILS**

First Name

Last Name

Preferred Title: Mr / Mrs / Miss / Ms

Address:

Post Code:

Email Address:

Contact Telephone Numbers: Daytime:

 Evening:

**PART 2 REFERENCES** (one of whom must be your present or last employer)

|  |  |  |
| --- | --- | --- |
|  | First | Second |
| Name |  |  |
| Relationship |  |  |
| Address |  |  |
|  |  |  |
| Postcode |  |  |
| Phone Number |  |  |
| Email Address |  |  |

NB. References will only be sought once the post has been accepted.

# PART 3

# 3.1 EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| School / College / University / Other(please give dates) | State if Full or Part Time  | Qualifications Gained | Grades if appropriate |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

3.2 **ANY OTHER RELEVANT QUALIFICATIONS OR ATTAINMENTS**

|  |  |  |
| --- | --- | --- |
| Organising Body | Course Details and date | Qualifications Gained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PART 4 EMPLOYMENT**

4.1 **PRESENT OR MOST RECENT POST**

|  |  |
| --- | --- |
| Name and Address of Employer | Job Title (and Grade if appropriate) |
|  |  |
|  |  |
|  |  |
|  |  |
| Full or part- time | Period of Notice | Date of Appointment | Gross Annual Salary |
|  |  |  |  |
|  |  |  |  |

Brief description of duties

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

4.2 **PREVIOUS POSTS, starting with the most recent -** continue on a separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| Name of employer and dates | Brief description of duties | Full or part time? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# PART 5 PLEASE GIVE BRIEF DETAILS OF YOUR INTERESTS AND HOBBIES

#

|  |
| --- |
|  |
|  |
|  |
|  |

### PART 6

6.1 **PLEASE INDICATE YOUR REASONS FOR APPLYING FOR THIS POST**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

# 6.2 SUPPORTING STATEMENT

Drawing upon your experience, skills, abilities and qualifications explain how you meet the requirement of the post for which you have applied. Please refer to the Job Description and Person Specification accompanying this form when completing this section.

Please continue on separate sheets if necessary.

*Supporting Statement Continued*

**PART 7 CRIMINAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974 due to its duties with vulnerable adults and children. Applicants are required to undertake a DBS check and give details of all convictions for criminal offences, including those which would otherwise be considered as ‘spent’. Failure to give details of convictions could result in dismissal or disciplinary action. Information given will be considered only in relation to this application.

Please give details of all convictions including those which would otherwise be considered as ‘spent’. If there are no convictions, please enter ‘NONE’.

|  |
| --- |
|  |
|  |

 I give my explicit consent for this information to be processed in line with the Recruitment Privacy Notice

**PART 8 MONITORING INFORMATION**

8.1 **DISABILITY**

*The Equality Act 2010 states that a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long- term adverse effect on his/her ability to carry out normal day to day activities)*

|  |  |
| --- | --- |
| Do you consider you have a disability as defined above?  |  YES / NO |
| Please advise us of what adjustments we could make to facilitate your interview  |  |

8.2 **ETHNIC ORIGIN -** Please tick appropriate box

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British |  | White - UK origin |  |
| Indian |  | White - Other background *(Please specify below)* |  |
| Pakistani |  |  |  |
| Bangladeshi |  | Mixed - White & Black Caribbean |  |
| Other Asian background *(Please specify below)* |  | Mixed - White & Black African |  |
|  |  | Mixed - White & Asian  |  |
| Black or Black British |  | Other Mixed background *(Please specify below)* |  |
| Caribbean |  |  |  |
| African |  | Chinese |  |
| Other Black background *(Please specify below)* |  | Other Ethnic Group *(Please specify below)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |

8.3 **GENDER -** Please tick appropriate box

**GENERAL MONITORING**

|  |  |  |
| --- | --- | --- |
| 8.4 | Where did you see this post advertised? |  |

### PART 9

I accept that any information given in this application that I know to be false, or information deliberately withheld may result in my application being disqualified or if appointed may result in dismissal.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return this application by email to **recruitment@cvsbeh.org.uk**

by **12.00 noon on Tuesday 1st June 2021**

***Please note - applications may only be submitted by email and confirmation of receipt will be sent to you. If you are experiencing difficulties or are unable to send this to us by email, please call 0300 123 1034.***