

Dockmaster’s House, 1 Hertsmere Road, London E14 8JJ Tel: 020 8252 8000 Email: [rhives@jackpetchey.org.uk](mailto:rhives@petchey.co.uk)

**Please return your completed application form to Rachel Hives** [**rhives@jackpetchey.org.uk**](mailto:rhives@petchey.co.uk)

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| Job application form |

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| Vacancy title: | Grants Administrator |
| Please tell us how you heard about this vacancy: |  |

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| Personal details |

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| --- | --- |
| Title |  |

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| --- | --- | --- | --- |
| First name |  | **Last name:** |  |

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| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |

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| --- | --- | --- | --- |
| **Primary Telephone No.** |  | **Secondary Telephone No.** |  |

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| **E-mail address:** |  |

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| **Driving Licence**  Do you hold a full driving licence valid in the UK? **YES / NO (please delete as appropriate)** |

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| Please list any previous surnames: |  |

**Please list any previous addresses in past five years:**

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**Have you worked for/applied to work for the Jack Petchey Foundation in the past? Please give details (including paid and voluntary work**

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| 2. Education/Qualifications |

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| **Secondary School** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
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| **College/University** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
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| **Professional Development** | **Study dates** | **Qualification**  **and Grade** | **Date obtained** |
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| **Training and Development** | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

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| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
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| **Current Membership of any Professional Body/Organisation** |
| Please give details: |
| 4. Employment history |
| **Previous employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. Please account for any gaps in your employment history. |

**Current or most recent employer**

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| Name of employer: |  |
| Address: | |  |  | | --- | --- | | Postcode: |  | |
|  | Email:      Tel: |

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| --- | --- |
| Position held: |  |

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| --- | --- | --- | --- |
| Date started: |  | Leaving date: |  |
| Reason for leaving: |  | | |

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| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Contact name of line manager for reference: |  |

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| **Brief description of duties:** |
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**Previous employer**

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| --- | --- |
| Name of employer: |  |

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| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | Email:      Tel: |

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| --- | --- |
| Position held: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Date started: |  | | | Leaving date: |  | |
| Reason for leaving: |  | | | | | |
| Salary on  leaving this post: |  | | Contact name of line manager for reference | | |  |
| **Brief description of duties:** | |
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|  | | | | | | |

**Previous employer**

|  |  |
| --- | --- |
| Name of employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | Email:      Tel: |

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| --- | --- |
| Position held: |  |

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| --- | --- | --- | --- |
| Date started: |  | Leaving date: |  |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Contact name of line manager for reference |  |

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| **Brief description of duties:** |
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**Continue on separate sheet if necessary**

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| 5. Information in support of your application |
| **Skills, abilities and experience**  Before completing this section, **please read the enclosed job description and person specification carefully.** Do not simply repeat what we are asking for. You will need to **demonstrate how your experience, skills and knowledge match the criteria we are assessing through at application stage**. Please address each requirement in the person specification in turn and tell us how you meet it, drawing on your experience, skills and abilities which you have gained through employment, voluntary work or elsewhere. Use examples to illustrate. Remember, it is your skills and abilities relevant to this job that we are looking for. If there is insufficient space **you may attach up to 1 side of A4.** Please attach and label any additional sheets used. |
|  |
| Continue on one separate sheet if necessary |
| 6. Convictions/ Disqualifications |

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| A criminal record will not necessarily be a bar to obtaining a position at the Jack Petchey Foundation. If a check is returned and reveals any information, this will be discussed with the applicant. | |
| Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986We would draw your attention to the following: 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 Jack Petchey Foundation 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 the recruiting manager for the role. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests. |
| 7. Reasonable adjustments/Arrangements for interview | |

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| **Please contact us if you need the application form in an alternative format including large print.** |

Are you subject to any conditions relating to your employment in this country? **YES/NO (please delete as appropriate)**

If "yes" please use the space below to tell us what these are?

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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?

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**If appointed when could you start? Give period of notice if applicable.**

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| References |

Please give the detail of **two** referees who are able to comment on your ability to carry out this job. One referee must be your PRESENT or MOST RECENT employer. The second should know you in a professional capacity.

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| Name of referee and relationship to you: |  |

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| Address: |  |
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|  | **Email:**      **Tel:** |

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| --- | --- |
| Name of referee and relationship to you: |  |

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| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | **Email:**      **Tel:** |

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| Declaration |

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| The Jack Petchey Foundation 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 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 your job applications on file for up to 12 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 the Jack Petchey Foundation 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.** |

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| Signed: |  | **Date:** |  |
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**Good luck with your application and thank you for your interest in the Jack Petchey Foundation.**

**Please now complete our Staff Diversity Monitoring Form which can be found at this link:**

<https://www.surveymonkey.co.uk/r/QGZ2XH6>