**Employment Application Form – Projects Officer: Funding and Impact**

**Instructions: Please fill in all sections and r**eturn the form by the deadline by email to [info@thewishcentre.org.uk](mailto:info@thewishcentre.org.uk)

*The information that you provide on this form will be handled and stored in accordance with GDPR and the Data Protection Act 2018.*

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**SECTION 1: PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname: | First name: | Preferred Pronoun: |
| E-mail address: | | |
| Tel (mobile): | Tel (home): | |
| Address: | | |
| How did you hear about this post at the wïsh centre? | | |

**SECTION 2: EDUCATION / QUALIFICATIONS**

Please include information on all qualifications gained. Where applicable, please include details of examinations which have been or are about to be taken, but the results of which are not yet available. If successful in your application, you may be asked to provide documentary evidence of the qualifications listed below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Institution | Subject | Qualification  e.g. O Level / GCSE / A Level / Diploma / Degree etc | Date | Result |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

**Please use a continuation sheet if necessary.**

##### PROFESSIONAL DEVELOPMENT

Please give details of any training you have had which is relevant to the job you are applying for. Include on the job training as well as formal courses.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Institution | Course | Dates | Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### MEMBERSHIPS/ REGISTRATION WITH PROFESSIONAL BODIES

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of professional body** | **Level/Type of membership** | **Reg. Number** | **Renewal Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### SECTION 3: EMPLOYMENT HISTORY

Please give details of your employment history starting with your current or more recent employer and working backwards. Please include details of any vacation and/or voluntary work, and account for all periods since leaving full-time education.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dates  (month/ year) | Employer | Position held | Duties | Salary | Reason for leaving |
| From  To |  |  |  |  |  |
| From  To |  |  |  |  |  |
| From  To |  |  |  |  |  |
| From  To |  |  |  |  |  |
| From  To |  |  |  |  |  |
| Please give reasons for any gaps: | | | | | |

**SECTION 4: YOUR EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Job Role Criteria** |  | **Please Provide Evidence & Examples** |
| 1. Degree level or equivalent experience to ensure written skills to present information accurately, appropriately and clearly |  |  |
| 1. Minimum 2 years relevant experience of researching and developing funding bids in a charity environment |  |  |
| 1. Experience of generating impact and data on Salesforce, or similar cloud database system, including interrogation and reporting |  |  |
| 1. Excellent organisational skills, the ability to prioritise and manage timeframes effectively and use initiative to solve issues as they arise |  |  |
| 1. Experience of creating and managing funding pipelines and preparing monitoring and evaluation reports |  |  |
| 1. Knowledge of the charity sector, the range of funding opportunities available and experience of working with a diverse community of donors and fundraisers |  |  |
| 1. Experience of relationship stewardship, managing new/existing contacts in the grant making, commissioning, corporate and community fundraising areas and providing information for fundraising events |  |  |
| 1. Confidence to communicate well with a range of professionals internally and externally, and ability to represent **wïsh centre** with integrity. |  |  |
| 1. Commitment to children’s and young people’s rights and understanding of the **wïsh centre**’s work and its core values |  |  |

**SECTION 5: FURTHER INFORMATION**

|  |
| --- |
| Do you have any health or additional support considerations we need to know about to support you at interview? |

|  |
| --- |
| If appointed, when could you start? |

**SECTION 6: REFERENCES**

Please give details of two work or professional or academic referees best able to comment on your suitability. Please state the relationship between you and the referee. We cannot accept referees who are personal friends or family members. You must have known the referee for a minimum of two years.

**We require an email address for referees. I**f you are shortlisted, references will not be taken up before interview.

|  |
| --- |
| **Name:**  **Position/job title:**  **Address:**  **E-mail address:**  **Telephone:**  **Relationship to you:** |
| **Name:**  **Position/job title:**  **Address:**  **E-mail address:**  **Telephone:**  **Relationship to you:** |

**SECTION 7: GENERAL**

**ENTITLEMENT TO WORK IN THE UK**

|  |
| --- |
| It is now the law that employers must be satisfied that anyone they employ is legally entitled to live and work in the UK. We can do this most easily by asking to see one of the documents or appropriate combination of documents listed in Appendix I below.  Are you able to produce one of the documents referred to there? YES/NO (please delete as applicable)  If NO, please explain why you cannot do so  Are you subject to any conditions relating to your employment in this country? YES/ NO (please delete as applicable)  If YES, please give details |

|  |
| --- |
| **DISCLOSURE OF CRIMINAL CONVICTIONS – REHABILITATION OF OFFENDERS ACT 1974**  Certain criminal convictions may have an impact on the job you are applying to do. For this reason, it is important that the **wïsh centre** is aware of any convictions which may affect your work, subject to the overriding provisions of the Rehabilitation of Offenders Act 1974.  The Act states that after a suitable period of time (called the rehabilitation period) has passed, you may treat a conviction as if it never happened. These are called "spent" convictions. Because the work involves contact with children and young people you are required by this Act to declare **all** convictions, **including spent convictions**. Having a conviction will not necessarily prevent you from working for the **wïsh centre**, but providing misleading or false information to support your application will disqualify you from appointment, or if appointed, will render you liable to dismissal without notice. Appointment is subject to a satisfactory enhanced criminal records check from the Disclosure and Barring Service.  Please make the following declaration and mark the appropriate box.  I have nothing to declare  I have information to declare and I have submitted details |

**DECLARATION**

*I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the* **wïsh centre** *to make any appropriate checks that may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form, could make an offer of employment invalid or lead to termination of employment.*

**THE WISH CENTRE POLICIES**

I agree to abide by the **wïsh centre** policies outlined in the **wïsh centre** Policy Handbook.

**DATA PROTECTION STATEMENT**

I agree that personal data relating to me, which has been or is obtained by the **wïsh centre**, including personal data given by me on this form, may be held and processed either on computer or in manual records. It may be disclosed to authorised employees of the **wïsh centre** and used by the **wïsh centre** for any purpose relating to my application only. I understand that personal data will be securely destroyed or erased when it is no longer required for the purpose for which it has been held.

By submitting this application form, I give my permission to the storage and processing of sensitive personal information by the **wïsh centre.**

Signed       Dated

***If you are completing this form electronically, please type your name to indicate signature.***

**DIVERSITY AND EQUALITY MONITORING FORM**

The **wïsh centre** is committed to ensuring equality and diversity in all its employment, volunteering and governance policies and procedures.

As part of this, we are asking you to complete this form to assist us in obtaining an accurate picture of the diversity of our job applicants.

Completing this form is entirely voluntary. The information you provide will be treated as strictly confidential in accordance with the **wïsh centre** relevant policies.

***This section will be detached and will not be seen by the selection panel. It will be used only for monitoring purposes.***

|  |
| --- |
| **Age** 16-24\* 25-29 \* 30-34 \* 35-39\* 40-44 \* 45-49 \* 50-54 \*55-59 \* 60-64 \* 65+ \* Prefer not to say \* |
| **Gender** Male \* Female \* Intersex \* Non-binary \* Queer \*  Prefer not to say \*  If you prefer to use your own gender identity, please write in: |
| **Do you or have you ever identified as Transgender?** Yes \* No \*  Prefer not to say \* |
| **What is your sexual orientation?**  Heterosexual \* Gay \* Lesbian \* Bisexual \* Asexual \* Pansexual \* Queer \* Undecided \* Prefer not to say \*  If you prefer to use your own identity, please write in: |
| **What is your ethnicity?**  Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box |
| ***White***  English \* Welsh \* Scottish \* Northern Irish \* Irish \*  British \* Gypsy or Irish Traveller \* Prefer not to say \*  Any other White background, please write in: |
| ***Mixed or Multiple ethnic groups***  White and Black Caribbean \* White and Black African \* White and Asian \* Prefer not to say \* Any other Mixed or Multiple ethnic background, please write in: |
| ***Asian or Asian British***  Indian \* Pakistani \* Bangladeshi \* Chinese \* Prefer not to say \*  Any other Asian background, please write in: |
| ***Black, African, Caribbean or Black British***  African \* Caribbean \* Prefer not to say \*  Any other Black, African or Caribbean background, please write in: |
| ***Other ethnic group***  Arab \* Prefer not to say \* Any other ethnic group, please write in: |
| **Do you consider yourself to have a disability or health condition?**  Yes\* No \* Prefer not to say \*  What is the effect or impact of your disability or health condition on your work? Please write in here:  The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant. |
| **What is your religion or belief?**  No religion or belief \* Buddhist \* Christian \* Hindu \* Jewish \*  Muslim \* Sikh \* Prefer not to say \* If other religion or belief, please write in: |
| **Do you have caring responsibilities? If yes, please tick all that apply**  None \*  Primary carer of a child/children (under 18) \*  Primary carer of disabled child/children \*  Primary carer of disabled adult (18 and over) \*  Primary carer of older person \*  Secondary carer (another person carries out the main caring role) \*  Prefer not to say \* |

***APPENDIX I*: INFORMATION FOR JOB APPLICANTS**

**ENTITLEMENT TO WORK IN THE UK**

**Legislation**

The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016.

The above Act is intended to ensure that only those people legally entitled to live and work in the UK are offered employment. Under Sections 15-25 of the Immigration Asylum and Nationality Act 2006, which came into effect on 29th February 2008, it is a criminal offence to employ a person aged 16 or over who is subject to immigration control and is not entitled to undertake the work in question.

**Responsibility of employers**

In order to comply with the Act, as an employer, the **wïsh centre** has introduced arrangements whereby the immigration status of all successful applicants will be checked before they start work. Existing employees with a time limit on their right to work will be rechecked at least every 12 months.

**This will be done by checking the original (not a copy) of one of the following documents or appropriate combination of documents contained in List A and B below:**

*List A contains the range of documents which may be accepted for a person who has a permanent right to work in the UK.*

*List B contains a range of documents which may be accepted for a person who has a temporary right to work in the UK.*

**List A – Acceptable documents to establish a continuous statutory excuse**

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer
8. A birth or adoption certificate issued in the UK, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B**

**Group 1 – Documents where a time-limited statutory excuse which expires when the person’s permission to be in the UK expires**

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens’ Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**Group 2 - Documents where a time-limited statutory excuse lasts for 6 months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

**Checking the validity of documents**

When we are checking the validity of the documents, we will ensure this is done in the presence of the holder. This may be a physical presence in person or via a live video link. In both cases, we will be in the physical possession of the original document or documents.

**Applicants will only be asked to produce the above documents if offered employment. A copy of the document will be kept on the employee’s personal file.**

If we have carried out these checks and found that a person is not allowed to work, then we are entitled to refuse employment to that person.

Should you have any queries on the above, please contact Tracy Shaw, Finance and Administration Manager at [tracy@thewishcentre.org.uk](mailto:tracy@thewishcentre.org.uk)