**INFORMATION FOR APPLICANTS**

Please complete the attached application form noting carefully the information required in each section.

* The application form refers to the Job Profile and Person Specification.
* Ensure your application contains the relevant qualifications and experience.
* Give examples to support your evidence against the criteria and describe them using examples to support your statements.
* Do use additional sheets as necessary, but please state clearly as to which section of the application they apply.
* **Please do not attach a CV to your application.**
* Please ensure that the application reaches us by 10am on the closing date (Thurs 5th June 2025).

Following your application submission, the Personal Details and Equality and Diversity Monitoring Forms will be separated from this form in order to maintain anonymity and confidentiality during the selection process.

Shortlisted applicants will be contacted and notified with the interview time and format.

Unsuccessful candidates will be notified by email.

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| **Employment and Work Experience**  Please describe briefly any work, paid or unpaid, which you have undertaken beginning with the current or most recent. Please highlight those experiences that you think make you suitable for this post. | | | |
| From | To | Employer | Job Title/ Responsibilities |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education – Professional and Higher Education**  Please list all **educational qualifications, and other qualifications/training** held or currently studied for. **List the most recent first** and give all results known whatever the outcome. | | | | |
| **From** | **To** | **Higher Education Institution** | **Award and Title of Award**  List main subjects below title | **Results**  (expected/awarded) |
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| **Other Training and Development**  Please list below any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. |
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| **Personal Interests/Achievements**  Use the space below to describe any part-time activities/interests relevant to the advertised role. |
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| **Suitability for the Post**  **(please refer to the job description and person specification)** |
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| Please provide information about your motivation for applying as well as how your skills and experience would make you a strong candidate for this role. Please ensure that you submit no more than two A4 pages for this section**.** |
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| *Please write here any additional information, not covered elsewhere, which will strengthen your application:* |

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| **Referees**  Please name two referees who can comment on your suitability for this employment, including your present or most recent employer. Referees will not be contacted prior to interview. |
| Name: |
| Organisation: |
| Address: |
| Telephone No and E-mail: |
| In what capacity is this person known to you? |

|  |
| --- |
| Name: |
| Organisation: |
| Address: |
| Telephone No and E-mail: |
| In what capacity is this person known to you? |

Please return to: Carolyn Merry ([Carolyn.merry@placeforhope.org.uk](mailto:Carolyn.merry@placeforhope.org.uk)) by 10am on Thursday 5th June 2025.