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**INFORMATION FOR APPLICANTS**

Dear Applicant,

Thank you for your recent enquiry regarding the post of Development Manager.

Please find with this pack:

A Job Description and Person Specification along with a Job Application Form for your completion and return, together with a Curriculum Vitae.

**Job Application Form**

ACIE requires that **all** sections of the Job Application Form are completed in full. This includes the completion of the Monitoring questionnaire and Disclosure of Criminal Convictions form.

We request the monitoring information to help ACIE promote equality of opportunity in employment. Our recruitment policy operates on the merit principle: that is we select the best person for the job.

We would like you to know that the Monitoring Questionnaire and Disclosure of Criminal Convictions form is retained by us for compiling statistical information only.

**DISABILITY** If your disability precludes you from completing this form or from any part of the

selection process contact out office at info@acie.org.uk for alternative arrangements and/or reasonable adjustments to be made.

The successful candidate will be required to provide documentation to support his/her claim that they are entitled to work in the UK (such as a valid UK passport). This is required under Section 8 of the Asylum & Immigration Act 1996, the law for all UK employers on preventing the employment of illegal workers. For more information about what type of documentation may be required please click [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/773780/An_employer_s_guide_to_right_to_work_checks_-_January_2019.pdf).

Completed applications should be sent by 24th May 2019 to info@acie.org.uk

Interview date: Week beginning 3rd June 2019

**IN CONFIDENCE**

## Association of Charity Independent Examiners

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| **POST: Development Manager** **APPLICATION REF NO: DM 2019****CLOSING DATE: 24th May 2019**  |

**Please complete all sections of this application using black ink or typescript.**

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| PERSONAL PARTICULARS |
| Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Telephone Number for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_ Email address for contact: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_  |

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| Are you eligible to work in the UK : YES □ NO □  You will be required to provide documentation to support this claim (under Section 8 of the Asylum and Immigration Act 1996) if offered the post. |
| **DECLARATION:** I declare that the information set forth in this application form is, to the best of my knowledge, true and complete.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PLEASE RETURN BY 24th MAY 2019 TO:** info@acie.org.uk |

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| EDUCATION – You are not required to include dates. | **CV attached Yes / No** |
| Subjects passed at ‘O’ Level/GCSE (or equivalent) | Subjects passed at ‘A’ Level/GCSE (or equivalent) |
| Degrees or diplomas and institutions attended |
| PROFESSIONAL QUALIFICATIONS |
| Name of professional body or bodies | (i) By Examination and Result | (ii) By Election |

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| **PRESENT EMPLOYMENT (if any)** |
| Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of present employer(or last employer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Duties of Post:Date Appointed: \_\_\_\_\_\_\_\_\_\_ Present Salary: \_\_\_\_\_\_\_\_\_ Period of Notice: \_\_\_\_\_\_\_\_\_\_\_ |
| VOLUNTARY SERVICE OR COMMUNITY WORK |
| Please give details of any voluntary service or community work that you have undertaken on an unpaid voluntary basis. |

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| WORK EXPERIENCE  |
| Please list, starting with the latest, any previous positions you have held with a brief description of duties and relevant dates. |

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| RELEVANT EXPERIENCE TO THIS POST |
| **Important guidance information for completion of this form:**Drawing upon all of your experience from work or on a voluntary basis consider how your skills, experience and abilities meet the requirements set out in the Person Specification for this post.It is essential that you **describe fully** how and to what extent you meet the experience sought in the Person Specification by providing clear information and examples. Please do not list various posts held or experience gained without examples or descriptions. Theselection panel will not make assumptions on job titles or the nature of the organisation as to the experience gained.  |
| REFEREES |
| All offers of employment are subject to receipt of two satisfactory written references, one of whom should be your current employer/or most recent employer/s. In some instances, and with prior agreement, we may accept an academic reference or a reference gained in a voluntary capacity. These referees may be approached if you are shortlisted for interview, unless you specify otherwise.1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Disclosure of Criminal Convictions - Advice to Applicants - Please read this information carefully**

Please complete this disclosure form as accurately as possible. The information provided will not be discussed at the interview itself. Prior to making an offer of employment, the panel will discuss and consider the relevance of the conviction. A separate arrangement will be made with you to discuss the conviction in greater detail only if you have been successful at interview and if the conviction is considered to be relevant to the post. An offer of employment would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on the applicant’s ability to carry out the function of the role, or would impact detrimentally for the care of existing members and employees.

 **Please return this form in a sealed envelope even if you are submitting a nil return.**

**Statement of non-discrimination**

ACIE is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal conviction is requested to assist the selection process **and will be taken into account only when the conviction is considered relevant to the post**. Any disclosure will be seen in the context of the job criteria, the nature of the offence and the responsibility for the care of existing members and employees.

**Question**

Below you are asked to disclose any criminal convictions except those which are considered “SPENT” under Rehabilitation of Offenders legislation. Having unspent convictions will not necessarily debar your application from being considered.

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| DATE OF CONVICTION | OFFENCE | SENTENCE |
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Please provide any other information you feel may be of relevance such as:

* The circumstances of the offence
* A comment on the sentence received
* Any relevant developments in your situation since then
* Whether or not you feel the conviction has relevance to the post.

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Please continue on a separate sheet if necessary….

*I declare that any answers are complete and correct to the best of my knowledge.*

SIGNED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_