

**North Wiltshire Opportunity Group for Pre School Children with Special Needs
District Specialist Centre for North Wiltshire**

King's Rise Children's Centre, Lodge Road, Chippenham, Wiltshire, SN15 3SY

Tel: 01249 657145

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Maximising ability; Minimising disability

Springboard is committed to safeguarding and promoting the welfare of children; all applicants must be willing to undergo child protection screening including references from previous organisations and an enhanced DBS check.

As an Equal Opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation.

Disability or health problems do not preclude full consideration for the job and applications from disabled persons are welcomed.

Please complete this form in type or black ink. All questions must be answered in the boxes provided.

Post: Community Fundraiser

Closing Date:

2nd January 2019

First name(s): _____

Surname: _____

Address: _____

Post Code: _____

Home Telephone Number: _____

Work: _____

Can we ring you at work? **YES/NO**

E-mail Address: _____

Mobile phone number: _____

Please give the names and addresses of two people who can verify or confirm your employment record. One should be your present or most recent employer. The referees should be your immediate line manager. If this is not the case please give details of relationship.

Name: _____

Name: _____

Position: _____

Position: _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

Verification is normally sought after interview. Please indicate whether your references can be approached before the interview. **YES/NO**

Other training you have received which you consider relevant:

Do you have a driving licence? **YES/NO**

Do you have access to a vehicle? **YES/NO**

Employment:

Current / most recent employer:

Address

:

Post Code:

Date Started:

 Until:

 Notice required:

Job Title:

 Basic salary per annum:

Brief Description of Duties:

Reason for leaving:

Other employment/career history starting with most recent:

For posts which involve working with children, please give full employment history, accounting for any gaps (please continue on a separate sheet of paper if necessary).

From:	To:	Employer: Name and Address:

Gaps in employment need to be recorded here

From:	To:	Reason for unemployment

Please give details of other interests, including involvement in voluntary organisations which you consider relevant:

Skills and personal qualities

Having read the job description and person specification, please inform us of how your experience and achievements to date would make you a suitable candidate for this post. If you need to continue beyond these pages of the form please use the same size white paper.

Essential	For office use only
	Shortlisting criteria met
• Strong communication and interpersonal skills and the ability to tailor communication to different audiences.	Y/N
• Highly organised and self-motivated.	Y/N
• Excellent time management skills with the ability to prioritise own workload, work under pressure and meet targets and deadlines with very little supervision.	Y/N
• Excellent IT skills including Microsoft Word, Excel, Outlook and PowerPoint.	Y/N
• Proactive attitude and passion for fundraising to make a difference to Springboard.	Y/N

• Empathy and understanding of the needs of Springboards families.	Y/N
• The ability to motivate others and work as part of a team	Y/N
• Creativity, imagination and an entrepreneurial attitude towards fundraising	Y/N
• High level of integrity and discretion	Y/N
Desirable	Shortlisting criteria met
• Financial awareness with the ability to monitor income against targets	Y/N
Qualifications and other requirements	Shortlisting criteria met
Essential	
• The post is subject to the successful candidate obtaining an enhanced DBS clearance.	Y/N
• Driving licence and access to vehicle (insured for business use)	Y/N
Desirable	Shortlisting criteria met
• A qualification or experience in marketing, media or business may also be helpful	Y/N
• Current child protection training and certificate	Y/N
• Committed to further training and personal Development	Y/N

Knowledge and experience	Shortlisting criteria met Y/N
Essential	
• Experience of developing and maintaining key relationships with clients/ businesses and Trusts.	Y/N
• Confident in the use of social media such as Twitter, Facebook, Instagram	Y/N
• Proven experience and a track record of generating income through client relationships, foundations, trusts, events or other funding bodies.	Y/N
Desirable	Shortlisting criteria met
• A good knowledge and understanding of the charity sector funding environment and available income streams.	Y/N
• Experience in networking across a wide range of businesses and organisations.	Y/N
• Understanding the range of fundraising methods:	Y/N
▪ Corporate	
▪ Trust and statutory fundraising	
▪ Legacy	Y/N
• Experienced in use of Microsoft	Y/N
• Knowledge of issues/ challenges for children with SEND	Y/N

Declaration

Any of the above particulars may be subject to check. I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or a withdrawal of any offer of employment.

I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.

I understand that Springboard may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with the organisation.

Signature _____

Date: _____

Please return in an envelope marked 'CONFIDENTIAL' to:

Address: Springboard Opportunity Group
King's Rise Centre, Lodge Road,
Chippenham
Wiltshire SN15 3SY

If the envelope is a large one please ensure you attach sufficient postage

Or please send electronically to business@springboardchippenham.co.uk

EQUAL OPPORTUNITIES

We are committed to Equal Opportunities in Employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment. Please help us to achieve our main aim by completing the following questions:

Position applied for: **Community Fundraiser**

If you are invited to attend for interview or to take up employment, and require special arrangements, please give details below:

Gender:

Male

Female:

Disability:

Do you consider yourself to have a disability? **YES/NO**
Are you registered disabled? **YES/NO**

I would describe my race or ethnic origin as (please tick appropriate box):

- | | | | | | |
|---------------|--------------------------|---------------|--------------------------|-----------------|--------------------------|
| White British | <input type="checkbox"/> | White Irish | <input type="checkbox"/> | White Other | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Black British | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| Black Other | <input type="checkbox"/> | | | | |
| Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Pakistani | <input type="checkbox"/> | Other | <input type="checkbox"/> | | |

How did you find out about this vacancy?

(please give the name of the newspaper/journal/website)

I consent to Springboard holding the data in the equal opportunities section of this form.

Signature of applicant: _____

Date: _____