**Discovery Student Volunteering Swansea**

**Application for Employment**

Pages 1 and 2 will be separated for shortlisting purposes to ensure anonymity.

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for | |  | |
| Closing date | |  | |
| Name | |  | |
| Address | |  | |
| Email address | |  | |
| Phone number | |  | |
| Please give the names and addresses of two referees, one of whom must be your current employer or most recent employer. The second referee can be anyone, including a previous employer. Any offer of employment made to you will be dependent on whether we receive satisfactory references from the people you nominate. **We will contact your referees only if we offer you the job and not before** | | | |
|  | Referee 1 | | Referee 2 |
| Name |  | |  |
| Address |  | |  |
| Position |  | |  |
| Phone number |  | |  |
| Email address |  | |  |
| Relationship to you |  | |  |
|  |  | |  |

Discovery is an equal opportunities employer, we make our recruitment process open to as many people as possible. If you were to be invited for interview are there any adaptations we can make to ensure the process is fair and accessible to you?

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|  |

This post is subject to an Enhanced Disclosure and Barring Service Check. We work within the Rehabilitation of Offenders Act and will always consider the circumstances around an offence when deciding on an offer of employment.

Do you require specific permission, authorisation or a work permit to work in the UK? **YES /NO**

**DECLARATION**

**I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I have read the relevant privacy statement, included in my application pack and give Discovery permission to keep this information about me as described in the privacy statement**

**Signed :**

**Date:**

**Education and training**

Please detail your educational achievements and qualifications, vocational qualifications or other training including any you are currently undertaking. Start with the most recent and work backwards. Use extra sheets or expand the table if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **School / college/ university / intuition / training provider** | **Qualification type** | **Level or grade (if appropriate)** |
|  |  |  |  |

**Employment history**

Please include any volunteering, Start with the most recent and work backwards. Use extra sheets or expand the table if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date to and from** | **Job title** | **Employer name and address** | **Brief description of duties** | **Reason for leaving** |
|  |  |  |  |  |

**If there are any gaps in you employment history please can you explain them in the box below**

|  |
| --- |
|  |

**Please tell us why you are suitable for this job**

Pay particular attention to the person specification and tell us how you meet each of the criteria (listed below). Please use specific example of the skills, qualities, knowledge or experience that you have that show how you meet the criteria. We are interested in work you have done, study and related activities, volunteering as well as skills you have built up through your own interests and free time. We will short list against this and interview the candidates who demonstrate that they best meet the person specification.

Feel free to expand the table as much as necessary.

|  |
| --- |
| **Essential** |
| **Excellent numeracy skills** |
| **Excellent IT skills including proficiency in Excell** |
| **Understanding of basic finance principles** |
| **Excellent team work skills** |
| **Able to show initiative** |
| **Creative, problem solving approach to work** |
| **Ideas and enthusiasm for fundraising activities** |
| **Excellent planning and organisational skills** |
| **Exceptionally high level of attention to detail** |
| **Good communication skills and able to work with a wide range of people** |
| **Reliable and committed** |
| **Understanding of Discovery** |
| **Desirable** |
| **Experience of using Quick Books online or a similar package** |
| **Understanding of the voluntary sector and how charity finances work** |
| **Experience of working with people with additional needs** |
| **Experience of fundraising** |
| **Anything else you would like to tell us?** |