

JOB APPLIED FOR:	LOCATION:
RASASC Community & Events Fundraiser	Based in Guildford Surrey
Number of hours per week:	28 Hours a week
Where did you see this post advertised?	

PERSONAL DETAILS	
First Names	Gender Female ☐ Male ☐ Non Binary ☐ Other ☐ Prefer not to say ☐
Surname	Telephone
Address	Home
	Work
	Mobile
Postcode	Email:
National Insurance No	
Do you require a work permit to work in the UK?	Yes ☐ No ☐ Expiry Date:
Do you require a visa to work in the UK?	Yes ☐ No ☐
If required, do you hold a valid visa?	Yes ☐ No ☐ Expiry Date:
If yes, please state the type of visa?	

EDUCATION		
ACADEMIC QUALIFICATIONS		
(Where and when gained starting with the most recent)	Date	Grade

Presentation of original certificates will be required on appointment

FURTHER EDUCATION Please give details of any courses currently being undertaken

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND QUALIFICATIONS RELEVANT TO YOUR APPLICATION Please give status and expiry date

OTHER TRAINING Please give details of any other relevant training received, skills or courses you have undertaken

CURRENT OR MOST RECENT EMPLOYER

Name and address:

**Dates
employed:**

From:

To:

Position(s) held:

Brief Description of duties:

**Reason for
leaving:**

Annual salary:

Period of notice:

EMPLOYMENT HISTORY

EMPLOYER'S NAME & ADDRESS	JOB TITLE	REASON FOR LEAVING	DATES EMPLOYED	
			From --/--	To --/--

PLEASE GIVE DETAILS OF ANY GAPS IN CAREER HISTORY

DEMONSTRATION OF YOUR SUITABILITY FOR THE ROLE

Please indicate briefly why you are applying for this job. You should highlight here any particular skills and previous experience you have that are suitable for this role and provide clear examples of these with outcomes. When doing so, you should remind yourself of the key knowledge and skills required for the job as detailed in the job description.

Overview of your knowledge, skills and experience (Word limit 400)

Experience of community and events fundraising (Word limit 250)

Communication skills, including excellent written skills and any writing for social media, grants, campaigns and promotional materials (Word limit 250)

Excellent inclusive interpersonal and networking skills (Word limit 250)

Experience of creating budgets (Word limit 250)

Knowledge of GDPR and Proficient IT skills: Microsoft Excel, Word, Outlook, CRMs and Digital Platforms (Word limit 250)

REFERENCES

Please provide full contact details of two work related references, one of which must be your current employer, or if not currently employed, your most recent employer. References for shortlisted candidates may be taken up before interview unless you request otherwise. All offers of employment are conditional and subject to pre-employment checks, including Enhanced DBS where required.

Name	Name
Job Title	Job Title
Employer Name & Address	Employer Name & Address
Tel No	Tel No
Mob.No	Mob.No
Email	Email
Relationship	Relationship
May reference be taken up before interview?	May reference be taken up before interview?
YES/NO	YES/NO

Information Requested under the Rehabilitation of Offenders Act 1974 (exception) Order 1975

Name:

Post Ref:

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does **not** apply to certain posts that are required to have CRB disclosure.

For posts that require DBS check

Due to the nature of the work for which you are applying. This means that you **MUST** answer the following questions about current and all previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application.

Failure to disclose this information could lead to your application being rejected, or if you are appointed, to dismissal if it is subsequently learnt that you have a criminal conviction.

Please delete as necessary: -

1. Have you ever been cautioned, or convicted of any criminal offence? ☐ Yes
If yes, please give details of the Caution(s) or conviction(s) and date(s) ☐ No

2. Have you been charged with any offence, which has not yet been brought to trial? ☐ Yes
If yes, please give details of the charge and the date of the hearing (if known): ☐ No

For further information regarding RASASC Guildford and the services it provides please visit our website on www.rasasc.org

If you have any queries about the role then please contact:

Helen Stanley (Fundraising Manager)

helen.fundraising@rasasc-guildford.org, tel.07791 400395

or Daisy Anderson (Chief Executive Officer)

daisy@rasasc-guildford.org, tel. 07718 424577

If you have any admin queries then please email Liz Joyce admin@rasasc-guildford.org, or phone 01483 568000 Mon-Fri 9-4.30pm

Please return completed application forms to Liz Joyce admin@rasasc-guildford.org

Applications **must** be received by 12 noon on Tuesday 1st September. Interviews are expected to take place on Tuesday 8th or Wednesday 9th September.