## ­­­­Job application form

|  |
| --- |
| About this form (guidance) |
| This application form includes role specific questions. These are for you to show how you would use your relevant skills and experience to approach some of the tasks that are central to this role. We are asking for this information this as we are interested in your potential for the role and to give everyone an equal opportunity to show their fit for it. |

|  |  |
| --- | --- |
| Post applying for | Fundraising Officer |

|  |  |
| --- | --- |
| Personal information | |
| Title |  |
| First name |  |
| Last name |  |
| Current address |  |
| Postcode |  |
| Phone number: |  |
| Email address: |  |
| Do you have the right to take up employment in the UK? | Yes/No |
| If ‘yes’ do you require a work permit? | Yes/No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current employment or volunteering | | | | | |
| Please enter details of your present or most recent job or volunteering role | | | | | |
| Name of employer: | | | | Address: | |
| Job title/role | | | | | |
| Start date: | | | | Date of leaving (if applicable): | |
| Reason for leaving: | | | | Notice required: | |
| Brief description of duties: | | | | | |
| Employment and volunteer experiences Please use the section below to provide details of any other paid or voluntary jobs, starting with the most recent. Continue on a separate page if necessary. | | | | | |
| **Date from** | **Date**  **to** | **Employers or organisation name** | **Job title or role** | | **Reason for leaving** |
|  |  |  |  | |  |

|  |  |  |
| --- | --- | --- |
| Work related qualifications and training | | |
| Starting with the most recent, please list your work-related qualifications and training. | | |
| **Date** | **Name** | **Award / qualification** |
|  |  |  |

|  |
| --- |
| Role specific questions Please answer all three questions. The word limit for each question is 500 words |
| Describe your experience in grant writing? What’s been successful and what lessons have you learnt from less successful applications? |
| Outline your approach to prospecting and researching new grant opportunities and developing grant applications. |
| Describe how you’ve fostered and developed positive funder relationships? |

|  |
| --- |
| Why do you want to work with Unlock? (500 words) We’d like to know more about you and your motivation for applying for the role. It’s your chance to demonstrate your passion for our mission and show us your personality. |
|  |
| References |
| We will only request referee details for the successful candidate. |

|  |
| --- |
| Declaration |
| I declare that the information I have given on this form is, to the best of my knowledge, true and complete and may be treated as part of any subsequent contract of employment with Unlock.  I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then Unlock shall be entitled to withdraw any offer of appointment or terminate any contract of employment.  I understand Unlock’s approach to asking about criminal records, as outlined in the application pack. |
| **Signature:** |
| **Date:** |

Please email your application form to [admin@unlock.org.uk](mailto:admin@unlock.org.uk) by **11.59pm** on 16 March 2025.