****

Thank you for your interest in working for the USPCA. Please complete this Application Form and return it by email to: recruitment@uspca.co.uk

The information you provide is strictly confidential and will be used only to administer your application.

|  |
| --- |
| **About You** |
| **Full Name**  |
| **Address**  |
| **Postcode**  |
| **Email**  |
| **Telephone**  |
| **Mobile**  |
| **Full Clean UK Driving Licence:** **Years held for:**  |

|  |
| --- |
| **Employment History: (Please start with your current/most recent employer and work back in chronological order. Salary details are only needed for your most recent/current position.** **Please add more rows as required.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer and Address –** **Most Recent**  | **Job Title** | **From and To** | **Tasks/Responsibilities involved** | **Details of Salary Package**  |
|  |  |  |    |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Employer and Address –**  | **Job Title** | **From and To** | **Tasks/Responsibilities involved** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **EDUCATION/QUALIFICATIONS****Starting with the most recent** |

|  |  |  |
| --- | --- | --- |
| **School/College** | **Dates From/To:** | **Qualifications**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Supplementary Information****Please keep strictly within the word limit provided and please include examples where apt** |

|  |
| --- |
| Tell us how you are educated to degree or equivalent third level qualification (150 words max) |
|   |
| A minimum of 3 years’ experience of creating and implementing sustainable Income Generation strategies to grow multiple large income streams to the value of up to £1million per year within the charity sector. (300 words max) |
|  |
| Experience of a broad range of fundraising activities with a particular focus on individual giving and high value fundraising donor development. (300 words max) |
|  |
| Significant experience in line management including objective and KPI setting, monitoring of performance, conducting monthly supervisions and yearly appraisals and ensuring that conduct and performance polices are followed. (300 words max)  |
|  |
|  Experience writing successful funding applications. (300 words max) |
|  |
|  Proven experience of communication/marketing management (including digital) (300 words) |
|  |
| Proven experience of people management. (300 words max) |
|  |
| Experience of the management and oversight of an effective CRM database. (300 words max) |
|  |
| Are you competent in the use of the main Microsoft Office software packages? (Y/N) |
|  |
| **Desirable Criteria****(in the event of a high number of applications we may apply the desirable criterion as part of the selection)** |
| A minimum of 5 years’ experience of creating and implementing sustainable Income Generation strategies to grow multiple large income streams to have value of up to £3 million per year within the charity sector. (300 words max) |
|  |
| Experience in managing volunteers (300 words max) |
|  |
|  Experience of participating in media interviews. (300 words max) |
|  |

|  |
| --- |
| **Referees** |
| Please provide the names and contact details of two referees. One of these should be your current or most recent employer.  |
| Full Name:  | Full Name:  |
| Address:  | Address:  |
| Telephone: | Telephone:  |
| Email: | Email:  |
| Relationship:  | Relationship:  |

|  |
| --- |
| **Health Declaration** |
| **Do you have any health conditions or are you taking any medication which may affect your ability to carry out this role? If so please give details:** |
| **NB: FAILURE TO COMPLETE AND SIGN THIS FORM MAY RESULT IN YOUR APPLICATION NOT BEING SHORTLISTED** |

 DATA PROTECTION STATEMENT

The information that you provide on this form and obtained from any other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use the information if there is a complaint. We may check the information collected, with third parties or with information held by us. We may also use or pass certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law. By signing the application form we will be assuming that you agree to the processing of the sensitive personal data, (as described above), in accordance with the Data Protection Act.

**I declare that to the best of my knowledge, the information given is honest and accurate.**

**I confirm that there are no medical reasons which prevent me from undertaking the duties of this role.**

**I confirm that I have the right to work in the UK.**

**I understand that any false/misleading statements and/or omissions may result in my application being rejected or if I have already taken up my role, being asked to leave.**

**Signed:**

 **Date**