

**Application for the post of: Director of Policy**

**Please indicate if you are applying for:**

**Full time post: ☐**

**Part time – 3 days per week ☐**

|  |
| --- |
| 1. Personal Details |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |       | Last Name: |       |
| **First Names:** |       |
| **Previous Name(s) (if any)** |       |
| **National Insurance No.** |       |

|  |  |
| --- | --- |
| Address |       |
| Postcode |       |

|  |  |
| --- | --- |
| **Home Telephone Number** |       |
| **Mobile Number** |       |
| **Email Address** |       |

|  |
| --- |
| 2. Employment History |

**Current or most recent employment**

|  |  |
| --- | --- |
| **Job Title** |       |
| **Start Date** |       |
| **Leaving Date**  |       |
| **Salary** | £      |
| **Employer’s Name and Address** |       |
| **Duties and Responsibilities** |       |
| **Reason for leaving** |       |
| **Job Title** |       |
| **Start Date** |       |
| **Leaving Date** |       |
| **Salary** | £      |
| **Employer’s Name and Address** |       |
| **Duties and Responsibilities** |       |
| **Reason for leaving** |       |

|  |  |
| --- | --- |
| **Job Title** |       |
| **Start Date** |       |
| **Leaving Date**  |       |
| **Salary** | £      |
| **Employer’s Name and Address** |       |
| **Duties and Responsibilities** |       |
| **Reason for leaving** |       |

*Please continue on a separate sheet if required.*

|  |
| --- |
| 3. Education |

Please list Secondary Schools/Colleges, Universities or Institutes of Further Education attended (including part-time) and state qualification gained for which you will need to be able to provide
evidence.

|  |  |  |
| --- | --- | --- |
| Name of Educational Institution | Date Attended | **Qualifications** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

**Please list below any other relevant qualifications or records of achievement (e.g. courses attended), including membership and status of any relevant Professional or Technical Association**

|  |
| --- |
|       |

|  |
| --- |
| 4. General experience and further information |

Please use this section to tell us how you believe you meet the requirements of the Person Specification. Give us as much information as necessary to demonstrate the skills, experience and knowledge you have gained. This could include voluntary work, leisure interests and any other activities, which you consider relevant to this position.

If you are a disabled person and are unable to meet some of the job requirements, specifically because of your disability, please address this in this section. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. **(maximum 800 words).**

|  |
| --- |
|  |

|  |
| --- |
| 4. General experience and further information |

Continued

|  |
| --- |
|  |

|  |
| --- |
| 6. References |

If you are selected for an interview we will wish to take up references. Please provide us with the names of two referees, one of whom should be your current or most recent employer.

**First Reference**

|  |  |
| --- | --- |
| **Name** |       |
| **Organisation** |  |
| Address |       |
| Postcode |       |

|  |  |
| --- | --- |
| **Telephone** |       |
| **Position held** |       |
| **Contact prior to interview?** | [ ]  Yes [ ]  No |

**Second Reference**

|  |  |
| --- | --- |
| **Name** |       |
| **Organisation** |  |
| Address |       |
| Postcode |       |

|  |  |
| --- | --- |
| **Telephone** |       |
| **Position held** |       |
| **Contact prior to interview?** | [ ]  Yes [ ]  No |

|  |
| --- |
| 7. Checking a Person’s Right to Work in the UKCode of practice on preventing illegal working May 2014 |

|  |
| --- |
| If you are selected for interview you will have to provide us with original documents as included in List A or List B (see attached). |

|  |
| --- |
| 8. Where did you see the advertisement for this post? |

|  |
| --- |
|       |

|  |
| --- |
| 9. Declaration |

I certify that the information provided is correct and should form part of the basis of any engagement. I accept that falsification of qualification or information may lead to dismissal without notice.

|  |  |
| --- | --- |
| **Name** |       |
| **Date** |       |

**PLEASE RETURN THIS COMPLETED FORM NO LATER THAN 1pm TUESDAY 20 MARCH 2018**

**to:**

**v@trustforlondon.org.uk**

**Or send to:**

**TRUST FOR LONDON,**

**6 MIDDLE STREET,**

**LONDON EC1A 7PH**