# Official use only: Application #

**Application form**

The completed/ signed form should be sent to:

***Dignity in Dying, 181 Oxford Street, London, W1D 2JT or emailed to***

***Sarah Bradley, Fundraising and Administration Support Officer.*** [***mailto:sarah.bradley@dignityindying.org.uk***](mailto:sarah.bradley@dignityindying.org.uk)

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| **Position applied for:** | Director of Campaigns and Communications |

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| **Name:** | |
|  | |
| **Address:** | |
|  | |
| **Postcode:** | |
|  | |
| **Email address:** | |
|  | |
| **Home number:** | **Mobile number:** |
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**Work Experience**

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| --- | --- | --- | --- |
| **Present or most recent post:** | | **Job title:** | |
|  | |  | |
| **Employer:** | | **Date started:** | |
|  | |  | |
| **Salary:** | | | |
|  | | | |
| **Outline of main duties and responsibilities:** | | | |
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| **Reason for leaving present or most recent post:** | | | |
|  | | | |
| **Previous posts (please start with the most recent, and explain any gaps):** | | | |
| **Job title:** | **Employer’s name and address:** | **Dates (from-to) & reason for leaving:** | **Salary:** |
|  |  |  |  |

**Education/ training**

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| **Previous education/training qualifications (please start with the most recent):** | | |
| **University/College Name** | **Dates attended:** | **Qualifications studied for and grade obtained:** |
|  |  |  |
| **Other relevant training, professional qualifications or work related skills:** | | |
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| **Are you undertaking any course of study at present? (if so, please give details)** | | |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** | | |
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| It is the organisation’s policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. | | |

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| **Describe your hobbies and interests** | |
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| **Describe your career aspirations** | |
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| **Supporting information** Please give any details you feel are relevant in support of your application, bearing in mind the essential requirements of the role as detailed in the person specification (experience, knowledge, skills and abilities and values sections), including why you are interested in this post. *Use additional sheets if necessary*. | |
| **What is the notice required in your present post?** |  |
| **Is your present post your sole regular employment?** |  |
| **Are you a British subject or a national of any EU country?** |  |
| **If not, do you have the correct authorisation to work in the UK and hold a current work permit?** |  |
| **If yes, please state the expiry date of your right to work in the UK and/or your work permit.** |  |
| **Convictions:**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. | |
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**References:**

Please give the details of two referees, stating how long you have known them. (One should be your current or most recent employer).

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| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
|  |  |
| **Email address:** | **Email address:** |
|  |  |
| **Job Title and Company:** | **Job Title and Company:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |

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| **Data protection**  Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request [on payment of a fee] the right of access to personal data held about them.  I hereby give my consent to Dignity in Dying processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Applicants signature:  Date:  *Note: Any false, incomplete or misleading statements may lead to dismissal.* |