



App Number	_
Date Arrived	

Application Form – For internal use only

Post Applied For	
Where did you see this post advertised?	
If appointed, when could you start?	

Section A: Personal Details

Surname	
Title	
Forename(s)	
Preferred Gender Pronoun	e.g. he/she/they
Address	
Town	
Post Code	
Home Tel	
Work Tel	
Mobile	
Email	

Section B: References

Please give the names and addresses of two persons, other than relatives, who we can approach for references. One should be a present or past employer

Referee 1 (Most recent employer)		Referee 2	
Full Name		Full Name	
Position		Position	
Organisation		Organisation	
email		email	
Address		Address	
Town		Town	
Post Code		Post Code	
Telephone		Telephone	
Relationship		Relationship	
Can we contact prior to interview?	<input type="checkbox"/>	Can we contact prior to interview?	<input type="checkbox"/>

Section C: Confirmation

I confirm that to the best of my knowledge the information in this form is accurate.

Signed		Date	
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Notes about completion of the application

Section D: Competencies

- Section D is the most important part of the form. Your application will be assessed mainly on what you write in this section. We need you to give specific information to support your application so we can shortlist in a fair and unbiased way.
- Under each competency heading in the person specification element of the job description you should give one, or at the most two, examples of an occasion when you have demonstrated the knowledge, skills and attitudes asked for.
It is not sufficient merely to state that you do what the person specification states. Strong examples will describe a situation/problem that you faced, what you did to address the situation/problem and the results of the action you took. Please do not exceed 300 words for your evidence under each competency heading.
- You can draw on examples from paid or voluntary work, whether full- or part-time, your education or home life.
- If you are filling in the form electronically, please include all the relevant information in the form itself (do not add attachments). If you are filling in a hard copy, please make sure any continuation sheets are clearly marked with your name and the job reference number (found at the top of this page) for which you are applying.

Equalities Monitoring Form

- Together Co is committed to ensuring equal access to employment. Details from this form will allow us to identify any groups that are under-represented in our workforce.
- All information contained with these forms is strictly confidential.
- The information you give will in no way influence your application. Your monitoring form will not be given to the panel selecting for the post for which you are applying.
- Ethnicity: The categories of ethnic origin reflect those chosen by the Office for National Statistics for the 2001 Census.
- Disability When answering the question on disability please note that under the Disability Discrimination Act 1995 you are considered to be disabled if you:
 - have a physical or mental impairment
 - this impairment has an adverse effect which is substantial
 - the effect is long term (usually lasting for 12 months or more)
 - the impairment has an adverse effect on your ability to carry out normal day to day activities

Returning the forms

Please email your completed application and separate equalities monitoring form to hr@togetherco.org.uk

If you are unable to complete this application electronically you may send a hard copy form to: HR Administrator, Together Co, BRIGHTHELM CENTRE, North Road, Brighton, BN1 1YD

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Section D: Competencies (See guidance)

Please describe in brief one or two occasions when you have demonstrated each of the competencies listed in the person specification. Please do not exceed 300 words for each competency.

Organisation and decision-making – Uses flexible methods to plan and track work, appointments and commitments; prioritises tasks by importance and deadline, adjusting priorities as situations change; identifies what needs doing to complete a task, clarifies understanding as necessary, and pays attention to detail in carrying out actions; uses IT (notably MS Office applications and databases) confidently and effectively to support fundraising and communications.

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Section D: Competencies (See guidance)

Please describe in brief one or two occasions when you have demonstrated each of the competencies listed in the person specification. Please do not exceed 300 words for each competency.

Team Working – Works cooperatively and productively with others, shares information with colleagues to promote joint working, learning and Together Co’s shared vision; treats others with respect and integrity; shows personal commitment to the team.

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Section D: Competencies (See guidance)

Please describe in brief one or two occasions when you have demonstrated each of the competencies listed in the person specification. Please do not exceed 300 words for each competency.

Effective communication – Communicates confidently and effectively with a variety of stakeholders, most notably supporters, about the charity’s aims and mission in order to secure funds. Addresses issues in an open, constructive and professional manner; keeps people accurately informed and up-to-date with relevant information, whilst maintaining appropriate confidentiality; encourages others to express their point-of-view and is approachable at all times.

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Section D: Competencies (See guidance)

Please describe in brief one or two occasions when you have demonstrated each of the competencies listed in the person specification. Please do not exceed 300 words for each competency.

Commitment to Together Co values – Helps and supports colleagues and volunteers in a caring way to contribute to overall Together Co success; keeps promises and commitments made to others; confronts potentially unethical behaviour; and respects the talents and contributions of all individuals.

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Section E: Education and Training

Please list qualifications and training that you feel are relevant to this post.

Date	Qualification / training and provider	Award

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Section F: Employment History

Please start with your present or most recent job first. Include any periods of unemployment, travelling etc, and do not leave any gaps between dates. You may include voluntary work which should be indicated as such.

Dates From / To	Employer's Name & Address	Job Title Main duties Remuneration Reason for leaving
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