

Application for employment

Noah's Ark Charity - Programme Manager



Name:

Address:

Email:

Telephone number:

Application details

Details entered in this form will be made available to the shortlisting panel. Please make sure that you have read the job description and person specification before completing the application form and ensure that your answers clearly and honestly demonstrate how your skills and experience are relevant to the post for which you are applying.

Education and professional qualifications

Please provide all relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

| Subject/Qualification | Place of study | Grade/Result | Year obtained |
|-----------------------|----------------|--------------|---------------|
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| | | | |
| | | | |

Relevant training/courses attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here

| Course title | Training provider | Duration | Year completed |
|--------------|-------------------|----------|----------------|
| | | | |
| | | | |
| | | | |

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Professional registration status:

Professional body:

Membership/registration number

Expiry/renewal date:

Employer/activity history

Please record below the details of your full employment history beginning with your current or most recent first. Up to four previous employments can be entered here. If required, please provide additional information regarding your employment history on a separate, accompanying document.

Employer name:

Employer address:

Type of business:

Reporting to (job title):

Telephone:

Your job title:

Start date:

End date:

Grade:

Salary:

Period of notice:

Reason for leaving (if applicable):

Brief description of your duties and responsibilities:

Employer name:

Employer address:

Type of business:

Reporting to (job title):

Telephone:

Your job title:

Start date:

End date:

Grade:

Salary:

Period of notice:

Reason for leaving (if applicable):

Brief description of your duties and responsibilities:

Employer name:

Employer address:

Type of business:

Reporting to (job title):

Telephone:

Your job title:

Start date:

End date:

Grade:

Salary:

Period of notice:

Reason for leaving (if applicable):

Brief description of your duties and responsibilities:

Employer name:

Employer address:

Type of business:

Reporting to (job title):

Telephone:

Your job title:

Start date:

End date:

Grade:

Salary:

Period of notice:

Reason for leaving (if applicable):

Brief description of your duties and responsibilities:

Supporting information

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

Do you have a full and current driving license?

(delete as applicable) Yes/No

Are you a Welsh speaker? *(delete as applicable) Yes/No*

Have you got any criminal convictions and/or cautions that are not protected?

(delete as applicable) Yes/No

Please provide details of the conviction, caution or Summary Hearing including the date and sentence administered in the space below.

You can disclose your record separately together with any statement detailing your conviction, caution or Summary Hearing. A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately.

References

Please provide at least two references.

*A reference or references that **cover all activities, including periods of employment and full-time education, that you have undertaken over the past three years is essential so if you have had more than three employers over the last three years, please include contact details for all.** Any offer will be subject to these being satisfactory. Please ensure that you provide full contact details for your Employer/Line Managers or Course Tutors for each activity. Please include their **work email address** where possible to avoid any unnecessary delays.*

Please copy and paste the entry fields should you need to provide more than two references.

Referee's name:

Organisation name:

Job title:

How they know you:

Address:

Contact telephone number

Email address:

Period covered by reference:

Referee's name:

Organisation name:

Job title:

How they know you:

Address:

Contact telephone number

Email address:

Period covered by reference:

Equal opportunities

The Noah's Ark Charity recognises the benefits of having a diverse workforce and therefore welcomes applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, the Noah's Ark Charity are required to demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or

maternity, race, religion or belief, sex or sexual orientation.

The Equality Act 2010 protects people against discrimination on the grounds of:

- their age and sex.
- their race which includes colour, nationality, ethnic or national origin.
- their religion or belief, including a lack of any belief.
- their sexual orientation.

Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

I agree to the above declaration.

Your signature:

Next Steps

Please submit this completed form via email to jobs@noahsarkcharity.org using **Job Application: Programme Manager** as the subject.

The deadline for this application is **19th August 2024**

Should you be successful in being shortlisted for interview, you will hear from us by **27th August 2024**

Thank you for your application.

Privacy policy

Your data is being collected by the Noah's Ark Children's Hospital Charity. Our privacy notice can be found [here](#).