

APPLICATION FORM for the post(s) of

**Communications and Design Lead**

**Fundraising and Events Lead**

**Supporter Engagement Lead**

ALL candidates are asked to fill in this application form. Applicants may provide a CV to accompany the application if they wish but it is not required.

Please continue on separate pages if necessary.

Completed application form and accompanying CV should be returned by **15th April 2025** to Phil Papps by emailing to **contact@pursuitinternational.org**

or posting to Pursuit International ℅ 79 Upton Road, Worthing, West Sussex BN13 1BY

**1. POST(S) TO WHICH YOU ARE APPLYING**

Which post or posts are you applying for?

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| --- |

**2. PERSONAL INFORMATION**

| **Name** |  |
| --- | --- |
| **Address** |  |
| **Mobile** |  |
| **Email** |  |
| **National Insurance Number** |  |

**3. EDUCATION & QUALIFICATIONS**

Please list in reverse date order (starting with most recent)

| **Institution & Dates** | **Subject & Qualification** | **Grade achieved** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. EMPLOYMENT HISTORY & OTHER RESPONSIBILITIES**

Please list in reverse date order (starting with most recent) a summary of employment and any relevant voluntary work (with dates). Please account for any gaps in your employment history.

| **Employer's Name and Address** | **Job title, dates employed and key responsibilities** | **Reason for leaving** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
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**5. EXPERIENCE & SKILLS**

Please identify your skills and experience in relation to the job description and person specification for the role(s) that you are applying for.

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**6. INTERESTS & ACHIEVEMENTS**

Are there any other interests or achievements that you think are relevant to share?

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**7. MOTIVATION & SUITABILITY FOR THE ROLE**

Briefly summarise why you have applied for this role.

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**8. YOUR CIRCUMSTANCES**

**Right to work**: Do you currently have the right to work in the UK? YES / NO

**Disability Access:** Do you require special access for the purposes of an interview? YES / NO

If yes, please describe any special conditions or adjustments required on a separate sheet

**Convictions:** Have you ever been convicted of a criminal offence, other than a spent conviction

under the Rehabilitation of Offenders Act 1974? YES / NO

If yes, please supply further details on a separate sheet

Note: The post(s) may be subject to a satisfactory DBS check.

**9. DECLARATION**

If successful in my application, I agree to complete a Confidential Declaration form, and (as appropriate) to apply for a Disclosure from the Disclosure & Barring Service. I acknowledge that Pursuit International reserves the right to undertake any character checks it feels are appropriate. I recognize that having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

I confirm that to the best of my knowledge, the information given on this form is correct. I

understand that false information could lead to dismissal. I consent to the data processing of the

information I have given on this form as defined under the Data Protection Act 1998 for the

purposes of employment or a freelance services contract with Pursuit International.

| Name: |  |
| --- | --- |
| Singed: |  |
| Date: |  |

**10. REFERENCES**

Please provide the names and addresses of two referees who know you well, but who are not related to you. If you currently hold a job, one reference should be from your current manager or equivalent at that place of work (or your last employment if you are not currently working). The other reference should be personal.

Please indicate if taking up these references before an interview will cause you any problems.

**Referee 1**

| Name |  |
| --- | --- |
| Address |  |
| Home phone number |  |
| Mobile |  |
| Email |  |
| Capacity in which they know you |  |

**Referee 2**

| Name |  |
| --- | --- |
| Address |  |
| Home phone number |  |
| Mobile |  |
| Email |  |
| Capacity in which they know you |  |