

PEACE PLEDGE UNION

APPLICATION FORM: Development and Operations Manager

Please complete this form in full as this information will be used to decide whether or not you will be shortlisted for interview.

Please return this form to coordinator@ppu.org.uk with the words "Job application" in the subject box. Alternatively, you may post or deliver it to the PPU, 1 Peace Passage, London N7 0BT.

Please ensure the form reaches us no later than 12.00 noon on Monday 6 February 2017.

Interviews are planned for Monday 20 and Tuesday 21 February 2017. Under certain circumstances the PPU may contribute to interview travel expenses, provided the amounts are agreed with us prior to any travel booking being made.

Personal details

1. Full name
2. Address, telephone number and email address (please include daytime contact number and indicate whether we may contact you at work, with discretion).
3. If appointed, when would you be able to take up the post?
4. How did you first hear about this vacancy?

5. Education and training

Please list training and qualifications (you may list non-qualification and short courses in this section). Please give dates; whether full or part-time; name and location of institution.

6. Full employment history

Start with your current or most recent employer and give dates in years and months. Please list: dates; name and type of employer; description of post held; reason for leaving.

7. Other skills, interests and activities

8. What attracts you to this post?

9. In what ways do you think your experience, knowledge and skills are relevant to this post? Please focus on the points listed under “Essential skills, knowledge and experience” at the end of the job description.

10. Please write the text for an email as if it were going out to PPU supporters to appeal for donations to fund new steps in the White Poppy campaign in 2017. It should be no more than 500 words.

11. Referees

Please provide the names and address of two referees. (including telephone numbers and email addresses if possible). Both should be professional referees and one should be your manager in your present or most recent post. Please indicate whether we may approach your referees before interview.

12. Dates on which you are not available for interview (Interviews are planned for 20th and 21st February 2017.)

13. Please confirm that you have legal residency and employment rights in the UK.

14. Declaration

I have read and understood the notes and instructions in this application form and confirm that the information in it is correct. I understand that any information that is later discovered to be incorrect may result in the termination of any agreement.

Signature:

Date: