# Confidential

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| **Application for appointment of:** | **Head of Fundraising** |

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| **Title** |  | **Surname** |  |  |  |
| **Forename(s)** |  | The Baptist Missionary Society: registered in England and Wales as a charity (number 1174364) and a company limited by guarantee (number 10849689) Registered office: 129 Broadway, Didcot, OX11 8XD |
| **Address** |  |  |  |
|  | **Postcode** |  |
| **Telephone (Home)** |  | **(Work)** |  |
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| **Mobile number:** |

 |  | **Email address** |  |
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| **EDUCATION AND TRAINING** |
| **School and town** | **From** | **To** | **Subjects studied and exams passed** |
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| **FURTHER EDUCATION/TRAINING** |
| **University/college etc.** | **From** | **To** | **Course taken and results****(state whether “full/part-time” or day release)** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| **Organisation** | **Date joined** | **Current membership grade** |
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| **EMPLOYMENT RECORD (in reverse chronological order)** |
| **Current or last position / job title** | **Employer’s name and address** |
|  |  |
| **From** |  | **To** |  | **Current/final salary** | **£** |
| **Reason for leaving** |  |
| **Principal responsibilities** |
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| **Job title** | **Employer’s name and address** |
|  |  |
| **From** |  | **To** |  | **Current/final salary** | **£** |
| **Reason for leaving** |  |
| **Principal responsibilities** |
|  |
|  |
| **Job title** | **Employer’s name and address** |
|  |  |
| **From** |  | **To** |  | **Current/final salary** | **£** |
| **Reason for leaving** |  |
| **Principal responsibilities** |
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**(Please include additional job details as necessary.)**

**(Word limit - 150 words)**

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| **1 Please give details of relevant experience which qualify you for this post?** |
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| **2 Please identify two significant achievements you have initiated and carried through in the recent past?** |
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| 1. **Looking at the job description, what aspects do you anticipate being : the most exciting ? and the most challenging ?**
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| **Please detail any other information you would like to give as part of your application.** |
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| **Do you have a current driving licence? YES/NO** |  | **How long?** |  |

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| **Do you need a work permit to work in the UK? YES/NO** |  | **How much notice would your present employer require?** |  |

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| **Are you related to a current member of BMS staff or Board of Trustees? YES/NO** |  | **(If yes, please give details)** |  |

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| **Please name three referees, one of whom should be your present (or most recent) employer. NB:**  References will be taken up after shortlisting but **prior** to interview unless a request is made to the contrary. Please indicate accordingly (\*\*\*). |
|  | **Name** **(Rev/Dr/Mr/Mrs/Ms)** | **Occupation** | **Telephone**  | **Full postal address** | **\*\*\*** |
| **1** |  |  |  |  |  |
| **Email**  |  |  |
| **2** |  |  |  |  |  |
| **Email**  |  |  |
| **3** |  |  |  |  |  |
| **Email**  |  |  |

**Please note that if you are offered the post, you will be required to complete a medical questionnaire, provide evidence of any relevant qualifications and provide proof of identity.**

**You agree that by signing and dating this application, you have given consent to BMS World Mission to process personal data concerning you in relation to your application for employment and, if your application for employment is successful, this data may be used for personnel, administrative and payroll purposes. Such consent is required by the General Data Protection Regulation. Our Data Protection Policy is available on request.**

**The particulars in this application are true to the best of my knowledge.**

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| **Signed** |  | **Date** |  |

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| **Please state where you saw this post advertised** |  |

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| **Completed applications should be sent to Hayley Mcdonald** **at**: hayley.mcdonald@actionplanning.co.uk  |