



# Programme Manager

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM

## **SECTION A:**

### **Personal Details**

Section A will be detached before the short listing process

Completed application forms should be returned by email as a Microsoft Word document to [recruitment@tackleafrica.org](mailto:recruitment@tackleafrica.org)

### **1. PERSONAL**

<b>SURNAME</b>	<b>FIRST NAME</b>
Title	Gender:
Home Address	Contact No – daytime.
	Contact No – evening
	Mobile
Email address	

### **2. ELIGIBILITY FOR EMPLOYMENT**

Do you have a legal right to work in the UK? YES/NO

If yes, please state your National Insurance Number

Have you been CRB checked in the last year? YES/NO

Please note that as this role will involve working directly with children, TackleAfrica will undertake a CRB check of any successful candidate.

### **3. DISABILITY**

Please tell us whether you have special needs, which should be met to help you participate in the recruitment process.

Are there any needs in terms of access to equipment or facilities that you require to enable you to fully undertake the duties of the post for which you are applying? YES/NO

If yes, please specify.

#### 4. MEDICAL CONDITION

Do you have any medical condition/s, which may impede your ability to carry out this post? YES/NO

If yes, please give details.

Are there any needs in terms of access to equipment or facilities that you require to enable to fully undertake the duties of the post for which you are applying? YES/NO

If yes, please specify.

#### 5. CRIMINAL CONVICTIONS AND CAUTIONS

If you have any unspent criminal proceedings pending against you, please give full details on a separate sheet of paper. This should be enclosed in an envelope marked "Private and Confidential" and will only be opened if your application is short-listed, otherwise it will be destroyed unopened.

#### 6. REFERENCES

Two references will normally be sought prior to appointment. Please specify two people willing to provide an assessment of your suitability for this post, one of who should be a manager from your present or most recent employment. The second one should be someone who is able to comment on your work abilities. We reserve the right to request additional references if we consider it necessary.

<b>FIRST REFEREE DETAILS</b>	Work Tel No.
Referee's Full Name.	Fax No.
His or Her Job Position.	Mobile No.
Full Company Address.	
E-mail Address.	May we approach prior to interview?
<b>SECOND REFEREE DETAILS</b>	Work Tel No.
Referee's Full Name.	Fax No.
His or Her Job Position.	Mobile No.
Full Company Address.	
E-mail Address.	May we approach prior to interview? YES/NO

**7. PLEASE READ THIS NOTE BEFORE SIGNING**

It is important that this application form is true and you declare all material relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. TackleAfrica reserves the right to check any of the details which you have provided in your application.

I have read the above and confirm that the details, which I have provided in all sections of this application form, are correct.

I agree to the information (which may include sensitive personal data) being used for legitimate purposes connected with recruitment and selection monitoring.

Note that you need not sign if sending electronically from an email address registered in your own name

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_




**Previous Employment cont'd - Additional sheet (if needed)**

From	To	Full / Part Time	Title and Brief Details of Post	Employer's name and place of work

**10. EDUCATION most recent first**

Full / Part Time	Name of institution and Course/s or Subject/s studied	Grade/s and level of Award


**11. WORK RELATED DEVELOPMENT / TRAINING**

**Please list:**

- a) Qualifications gained
- b) Other courses, seminars attended in last 5 years; and/or
- b) Membership of Professional Bodies

Date (Year)	Organising Body	Title and Purpose of Event/s

**12. RELEVANT SKILLS AND EXPERIENCE – SUPPORTING STATEMENT**

Please match your experience to the person specification and tell us why you want the job and are a suitable candidate (strictly no more than 1,000 words).

