|  |
| --- |
| **PERSONAL DETAILS**  |
| **Title:** Click or tap here to enter text. | **Full Name:** Click or tap here to enter text. |
| **Address:** Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.**Postcode:** Click or tap here to enter text. | **Phone Number:** Click or tap here to enter text. |
| **Email Address:** Click or tap here to enter text. |
| **Date of Birth:** Click or tap here to enter text. |

|  |
| --- |
| **HAVE YOU HAD ANY EXPERIENCE IN ANY OF THE FOLLOWING (please tick)** |
| **EXPERIENCE/SKILLS** | **IT SKILLS** |
| Administrative [ ]  | Word [ ]  |
| Using a Laptop/PC [ ]  | Excel [ ]  |
| Leading a Team [ ]  | PowerPoint [ ]  |
| Organising Events [ ]  | QuickBooks [ ]   |
| Media/social media [ ]  | Active Campaign/Other CRM [ ]  |
| Zoom/Teams/Other [ ]  | Later.com [ ]  |
| Accounting/Bookkeeping [ ]  | Video Editing Software [ ]  |
| Photography/Photoshop [ ]   | Photoshop [ ]  |
| Videography/Editing [ ]  | Apps/incl. social media [ ]  |
| Fundraising [ ]  | Project Management Software [ ]  |
| Training [ ]  | Canva [ ]  |
| Marketing [ ]  | Other:Click or tap here to enter text. |
| Sales [ ]  |
| Writing [ ]  |
| Project Management [ ]  |
| Proofreading [ ]   |
| Safeguarding [ ]  |
| GDPR/Data Protection [ ]  |
| Other: Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **PREFERRED ROLE** | **HOURS AVAILABLE EACH WEEK** | **MONTH** |
| Admin Work [ ]  |  |   |
| Social Media [ ]  | 0-5 [ ]  |  [ ]  |
| Fundraising [ ]  |  |  |
| Accounts [ ]  |  |  |
| Videography/Editing [ ]  | 10-15 [ ]  |  [ ]  |
| Photography [ ]  |  |  |
| Prayer [ ]  |  |  |
| Merchandise [ ]  | 15-20 [ ]  |  [ ]  |
| Marketing [ ]  |  |  |
| Proofreading [ ]  |  |  |
| Safeguarding [ ]  | 20-30 [ ]  |  [ ]  |
| GDPR/Data Protection [ ]   |  |  |
|  | 30-38 [ ]  |  [ ]  |
| Other: Click or tap here to enter text. | Days Available Click or tap here to enter text. |
|  | Available to work Choose an item. |

|  |
| --- |
| **Name of Job/Volunteer Role you are applying for?**Click or tap here to enter text. |
| **Are you already connected to The Purim Trust in some way?**Click or tap here to enter text. |
| **How did you hear about The Purim Trust?**Click or tap here to enter text. |

|  |
| --- |
| **Please tell us your previous experience or job titles with work dates:**Click or tap here to enter text. |
| **Why would you like to apply for this role?**Click or tap here to enter text. |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| Do you have any health conditions or disabilities that we should be aware of?Click or tap here to enter text. |
| Do you have a full driving licence? Yes [ ]  No [ ]  |
| Are you eligible to work in the UK? Yes [ ]  No [ ]  |
| Do you have access to a laptop/PC on a regular basis? Yes [ ]  No [ ]  |
| Can you speak/understand any foreign languages? Yes [ ]  No [ ]  |
| Would you be willing to travel to the Philippines Yes [ ]  No [ ] once a year to support our work? |
| Would you be available to assist at events when required? Yes [ ]  No [ ]  |

|  |
| --- |
| **CURRENT EMPLOYMENT** |
| Position: Click or tap here to enter text. |

|  |
| --- |
| **WHAT IS YOUR RELIGION? (This question is voluntary):** |
| No religion: [ ] Buddhist: [ ]  Hindu: [ ] Jewish: [ ] Muslim: [ ] Sikh: [ ] Prefer not to say: [ ] Any other religion, write here: [ ] Christian (including Church of England, Catholic, Protestant, [ ] and all other Christian denominations) |

|  |
| --- |
| **CRIMINAL RECORD** |
| Do you have any convictions, cautions, reprimands, or final warnings? Yes [ ]  No [ ] Please read if you marked ‘YES’:If you are interested in a role that involves volunteering with children, we may request information about both current and spent criminal convictions.Having a criminal record will not necessarily exclude you from volunteering with us. |

|  |
| --- |
| **REFERENCES**Please provide details of TWO referees who have consented to provide a reference on your behalf. |
| **Referee 1** | **Referee 2** |
| Full Name: Click or tap here to enter text. | Full Name: Click or tap here to enter text. |
| Email Address: Click or tap here to enter text. | Email Address: Click or tap here to enter text. |
| Phone Number: Click or tap here to enter text. | Phone Number: Click or tap here to enter text. |
| Relationship: Click or tap here to enter text. | Relationship: Click or tap here to enter text. |

As part of our Safeguarding procedures, we’ll need you to provide two references. At least one referee should know you in a professional (either working, academic or volunteering) context, but the second referee can be a friend. Examples could include a current or previous employer/line manager, support worker, landlord, teacher/tutor, another volunteer or another person in a professional position. If you are under 18, you only need to provide details of one referee, excluding family members and friends. We’ll contact these individuals before you start volunteering.

**HOW WE USE YOUR INFORMATION**

The information you provide in this form will be used to process your application or enquiry. It will be stored in our staff database where it can be viewed by the Charity Founders and Charity Office staff team. The Purim Trust is committed to protecting and respecting your personal data and if you go on to join our Staff team, the information provided will form the basis of your ongoing Staff record on the database. Your details will be held securely and confidentially in accordance with the Data Protection Act 2018. The Purim Trust will not share your data.

**AUTHORIZATION FOR THE COLLECTION OF PERSONAL INFORMATION**

I, Click or tap here to enter text. consent to The Purim Trust storing my details for the purpose of processing my application.

Date: Click or tap here to enter text. Signature: Click or tap here to enter text.

**THANK YOU FOR YOUR INTEREST IN JOINING THE PURIM** **TRUST TEAM**

**FOR OFFICE USE ONLY**

Personality Type

|  |  |
| --- | --- |
| 1 | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. |

|  |
| --- |
| **Test Taken: Date:** |
| Dominance: | Click or tap here to enter text. |
| Influence: | Click or tap here to enter text. |
| Steadiness: | Click or tap here to enter text. |
| Compliance: | Click or tap here to enter text. |

|  |
| --- |
| Strengths?Click or tap here to enter text. |
| Weaknesses?Click or tap here to enter text. |

**CPD: Courses/workshops attended specific to The Purim Trust role:**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title: | Click or tap here to enter text. | Course Title: | Click or tap here to enter text. |
| Course Dates: | Click or tap here to enter text. | Course Dates: | Click or tap here to enter text. |
| Course Details: | Click or tap here to enter text. | Course Details: | Click or tap here to enter text. |
| Course Title: | Click or tap here to enter text. | Course Title: | Click or tap here to enter text. |
| Course Dates: | Click or tap here to enter text. | Course Dates: | Click or tap here to enter text. |
| Course Details: | Click or tap here to enter text. | Course Details: | Click or tap here to enter text. |

**Additional Notes**

|  |  |
| --- | --- |
| Starting Date: | Click or tap here to enter text. |
| Interviewed By: | Click or tap here to enter text. |
|  |  |
|  |  |