# Application form: Membership & Database Officer

### *Please do not send your CV. Follow the format below or your application will not be considered.*

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| PERSONAL INFORMATION | | |  | | | |
| Title |  | **Name** | |  | | |
| Address |  | | | | | |
|  | | | | **Post code** |  |
| Phone number(s) |  | | | | | |
| Email address |  | | | | | |

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| Do you require a work permit?  Please note, unfortunately we are unable to obtain work permits for this post, and you should therefore only apply if you are already eligible to work in the UK. | 🞎 Yes  🞎 No |

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| REFENCES | |  | | |  |
| Please provide details of two referees, one of whom must be your current or previous employer. We will not contact referees prior to offering the post to the successful candidate. | | | | | |
| Referee 1 | | | **Referee 2** | | |
| Name |  | | **Name** |  | |
| Organisation |  | | **Organisation** |  | |
| Position |  | | **Position** |  | |
| Address |  | | **Address** |  | |
| Phone number |  | | **Phone number** |  | |
| Email address |  | | **Email address** |  | |
| Relationship to referee |  | | **Relationship to referee** |  | |

|  |  |
| --- | --- |
| CURRENT OR MOST RECENT EMPLOYMENT | |
| Employer |  |
| Address |  |
| Position(s) held |  |
| Dates employed |  |
| Key responsibilities |  |
| Key achievements |  |
| Reason(s) for leaving |  |
| Salary |  |
| Notice period |  |

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| EMPLOYMENT HISTORY | | | |
| Dates | **Name and address of employer** | **Position and responsibilities** | **Reason for leaving** |
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| FORMAL EDUCATION | | | |
| Please put the most recent first. | | | |
| Dates | **Institution** | **Subject(s)** | **Qualification** |
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| PROFESSIONAL TRAINING | | |
| Dates | **Institution** | **Subjects and qualifications** |
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| VOLUNTARY EXPERIENCE |
| Please give details of appropriate voluntary activity, focusing on the skills, knowledge and experience you have gained. |
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| SUPPORTING STATEMENT |
| Please outline:  1. Why you are applying for this job  2. How you meet the criteria set out in the job description and personal specification  (use additional sheets as necessary) |
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| DECLARATION | | | |
| I understand that an appointment, if offered, will be subject to the information on this form being correct. I also understand that appointment will be subject to satisfactory references. I hereby certify that the information I have given in this application is true to the best of my knowledge and belief. | | | |
| Signed |  | **Dated** |  |

|  |  |
| --- | --- |
| Please state where you saw this position advertised? |  |

Please return this completed form by **midnight Sunday 4th December 2016** to: [tricia.rich@palestinecampaign.org](mailto:tricia.rich@palestinecampaign.org).

Please write “**Application** – **Membership & Database Officer**” in the subject line of your email