

**APPLICATION FOR THE POST OF DIRECTOR
VACANCY 01/06**

PLEASE RETURN THIS FORM TO:

HR Officer
3 Endsleigh Street
London
WC1H 0DD
UK

Closing Date: Friday, 24 February 2006, 5.00pm

At this stage, please do not supply any materials other than the information requested in this application.

SURNAME _____

FIRST NAMES _____

ADDRESS _____

DAYTIME TELEPHONE _____

EVENING TELEPHONE _____

Email _____

DO YOU NEED A WORK PERMIT FOR EMPLOYMENT IN UK? _____

IF YOU CURRENTLY HOLD A WORK PERMIT OR VISA, PLEASE GIVE DETAILS INCLUDING ITS TYPE AND EXPIRY DATE _____

IF YOU WERE OFFERED THE JOB, WHEN COULD YOU START? _____

REFERENCES

Please give the name, address and telephone number of at least two referees, one of whom should be your current or last employer. Is it possible for us to take up references without contacting you first? Yes/No

Name	Address	Phone

EDUCATION

Secondary School	
Dates Attended	
Qualifications Gained	

College or University	
Dates Attended	
Undergraduate Qualification Gained	
Postgraduate Qualification Gained	

College or University	
Dates Attended	
Undergraduate Qualification Gained	
Postgraduate Qualification Gained	

College or University	
Dates Attended	
Undergraduate Qualification Gained	
Postgraduate Qualification Gained	

Professional Qualifications _____

Details of any other relevant courses/study taken and qualifications obtained

COMPUTER SKILLS:

Please indicate which computer programs you are familiar with, and any other computer skills you have.

Word Processing	
Database	
Spreadsheet	
Other	

LANGUAGE SKILLS

In which languages do you consider you have some competence? Please complete the table, marking your proficiency as either "fluent", "good", "fair" or "beginner".

Language					
Reading Proficiency					
Written Proficiency					
Spoken Proficiency					

EMPLOYMENT HISTORY

Please list the posts, which you have held, starting with your present or most recent employer. Please copy and add further sheets if necessary.

Employer's name, address, phone no	
Field of work and post held	
Duties and responsibilities	
Dates employed	
Reason for leaving	

Employer's name, address, phone no	
Field of work and post held	
Duties and responsibilities	
Dates employed	
Reason for leaving	

Employer's name, address, phone no	
Field of work and post held	
Duties and responsibilities	
Dates employed	
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Reason for leaving	

Employer's name, address, phone no	
Field of work and post held	
Duties and responsibilities	
Dates employed	
Reason for leaving	

ACADEMIC EXPERIENCE

Please give details of any academic experience. (Please attach a separate list of publications if necessary, but do not send copies of publications at this stage)

FUNDRAISING EXPERIENCE

Please give details of any experience you have in fundraising.

OTHER SKILLS AND EXPERIENCE

Please give details of any other skills and experience, which you think, may be relevant to this job:

Equal Opportunities Monitoring Information

To operate our Equal Opportunities Policy, and for no other purpose, applicants are asked to complete all sections of this form, which will be separated from the application form on arrival. All information given will be treated as strictly confidential and will be treated in accordance with the Data Protection Act 1998. The data will only be used for monitoring purposes and will be destroyed after the compilation of statistics.

For Office use only: Candidate Reference No. _____

Personal Data:

<i>Gender</i>	<i>Date of Birth</i>	<i>Nationality</i>
Male <input type="checkbox"/> Female <input type="checkbox"/>		

Ethnic Origin (Ethnic origin does not mean nationality, but normally refers to the people or culture with which a person's immediate family identifies): I would describe my ethnic origin as

Disability:

The Disability Discrimination Act of 1995 defines a disabled person as anyone with a 'physical or mental impairment which has a substantial and long term effect upon his/her ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes No

If 'yes', what is the nature of your disability?

Is there anything FIELD could provide that would assist you, if you were brought for interview?

Media Monitoring:

It would be useful to FIELD if you could advise us where you saw this vacancy advertised.

Newspaper/Journal <input type="checkbox"/>	(Please specify title)	_____
FIELD <input type="checkbox"/>	Other Website (please specify)	_____
FIELD/IIED Website <input type="checkbox"/>	Other Source (please specify)	_____
Word of mouth <input type="checkbox"/>		_____