



Application Form

Please do not send your CV; instead please follow the format below or your application will not be considered. If not using a computer, please use capital letters and black ink.

Post applied for:

Personal Information

Title:	Name:
Address:	
Postcode:	
Tel No Home:	
Mobile:	
E-mail address	

Referees:

Please provide the names, addresses and telephone numbers of two referees, one of whom must be your current or a previous employer. If not a previous employer, please state in what capacity you are known to the referee. We will not contact referees prior to offering the post to the successful candidate.

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Name:	Name:
Organisation:	Organisation:
Address:	Address:
Position:	Position:
Telephone:	Telephone:
Fax:	Fax:
Email:	Email:
Relationship to referee:	Relationship to referee:

Do you require a work permit? **yes/no** (delete as appropriate)

Please note that 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.

Formal Education

(Most recent first. Please add additional sheets if necessary)

Dates and Places	<i>Institutions</i>	Qualifications obtained

Other Training and Courses

(Most recent first. Please add additional sheets if necessary)

Dates and Places	<i>Institutions</i>	Qualifications and Certificates obtained

Present or most recent employer:	
Employer's name:	
Employer's address	
Nature of business	
Dates employed:	From.....To.....
Post held:	
Key responsibilities:	
Reasons for leaving:	
Salary:	
Notice required:	

Employment Record

(Most recent first. Please add additional sheets if necessary)

Dates	Name and address of employer	Position and responsibilities	Reason for leaving

Please give details of appropriate voluntary activity, focusing on the skills, knowledge and experience you have gained.

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Please supply a supporting statement outlining:

1. Why you are applying for this job?

2. How you meet the criteria set out in the job description (ideally using the criteria as headings)?

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.....Date.....

Where did you see this position advertised?

*Please return this completed form by **Monday 29th April 2014***

to: psc.admin@palestinecampaign.org.

*Please write "Application – **Administration Officer**" in the subject line and save your application form by your surname_firstname_application.*

Only short-listed candidates will be contacted