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**Before you start your application**

Please view the ‘Important information for applicants’ (included with the vacancy details on the AFF website) for commonly asked questions and details of how your application will be processed.

**Data Protection**

Please make sure you have read the ‘Applicant Privacy Notice’ available on our website for more information about how we will use your personal data when you apply for a job with AFF.

**Completing the application form**

* Boxes throughout the form will expand as you type
* **Complete all sections of the application form fully**, paying particular attention to the instructions given to ensure you provide the required information

**Returning the application form**

* Please save and email your completed form **in Word format**
* Email your completed form to recruitment@aff.org.uk

**What happens next?**

When we receive your application, you will receive an email confirming receipt and let you know next steps. Please check your junk mail folder in case our email gets filtered there.



**APPLICATION FORM**

|  |  |
| --- | --- |
| Post applied for |  |

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| --- |
| Personal Details |
| Name |  |
| Full address (**including postcode**) |  |
| Email |  |
| Daytime telephone number |  |
| Mobile |  |
| When could you start work for AFF? |  |

**Education and Training**

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| **Qualifications**Please give details of any educational, technical and/or professional qualifications. If you are currently studying, please provide details of the qualifications you are studying for. |
| **Date awarded** | **Where studied** | **Title of qualification and grade (if appropriate)** |
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| **Training** Please list any training course(s) which you have undertaken that are relevant to the role.  |
| **Date** | **Name of training/ learning provider** | **Subject of training or learning** |
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**Employment Experience**

Starting with your current or most recent, please give details of your previous 3 roles, including part-time and unpaid work. (If you would like to provide details of prior employment beyond your previous 3 roles, please list that in a separate document, using the same format below to present the information.)

|  |  |
| --- | --- |
| Name and address of employer |  |
| Employed from (month/year) |  |
| Employed to (month/year) |  |
| Job title |  |
| **Brief** description of responsibilities |  |
| Reason for leaving/wishing to leave |  |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Employed from (month/year) |  |
| Employed to (month/year) |  |
| Job title |  |
| **Brief** description of responsibilities |  |
| Reason for leaving/wishing to leave |  |

|  |  |
| --- | --- |
| Name and address of employer |  |
| Employed from (month/year) |  |
| Employed to (month/year) |  |
| Job title |  |
| **Brief** description of responsibilities |  |
| Reason for leaving/wishing to leave |  |

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| If there has been a period where you had a gap in your employment, you can use this space to account for the time.  |
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| **Meeting the essential criteria** |
| Looking at the section *‘Knowledge, experience and skills needed for the job’* in the job description, use the space below to demonstrate how you meet the **essential criteria** listed. * This information is vital for our shortlisting process: **complete this section fully**, **addressing as many of the listed essential criteria as possible**
* As a broad guideline, we expect a minimum of 250 words
* If you leave this section blank, your application will not be considered
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| **Meeting the desirable criteria** |
| Looking at the section *‘Knowledge, experience and skills needed for the job’* in the job description, use the space below to demonstrate how you meet any of the **desirable criteria** listed. |
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| **Additional information in support of your application** |
| If there is anything else you would like to add in support of your application, and which hasn’t been listed elsewhere in the form, please include it in the space below. Information might include details of your skills, abilities, achievements and experience (including outside interests and/or volunteering). Please also check the Job Advertisement to identify whether we have asked you for specific information to be included here – for example in relation to proposed hours of work or your location if the role offers remote working.  |
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| **Eligibility and Working Time Regulations** |
| Are you eligible to work within the UK? (Yes or No)**Please note:** All applicants offered employment with AFF must present original documentation as evidence of their entitlement to work in the UK, before the appointment is confirmed. Appropriate documentation includes a British passport or an EU Passport with evidence of your UK Settled (or pre-settled) Status, or other foreign passport with relevant work visa. We may ask to see this evidence at any time during the application process and before an offer of employment is made. |  |
| The Working Time Regulations place a maximum limit on weekly hours (48 hours). Will you continue in any other employment, should you be offered this position? (Yes or No) |  |

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| **Interview Arrangements** |
| Please provide details below if you know you will not be available on the advertised interview date (if shortlisted). We will make every effort to provide a suitable alternative, **but are** **unable to guarantee a different date.**  |
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| **Advertising** |
| **Please indicate how you heard about this role (mark an X):** |
| AFF Facebook page |  | Other Jobsite/Recruitment Website |  |
| AFF website  |  | Word of mouth |  |
| Forces Families Jobs |  | LinkedIn |  |
| AFF Social Media |  | Other (please specify below): |  |
| Email update from AFF |  |  |

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| **Referees** |
| * Please give details for two referees who are able to comment on your suitability for the job, **at least one of whom should know you in a working capacity (paid or unpaid)**
* Please provide referee contact details in full, including a current email address
* Referees will be approached once a job offer has been made and accepted
 |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Email  |  |  |
| Phone number  |  |  |
| Position/occupation |  |  |
| Relationship to you  |  |  |

**Declaration:** In marking an X in this box, I confirm that the information I have given in this application form is true and accurate, to the best of my knowledge.

**Date:**

NB: Please save and email your completed form **in Word format** to recruitment@aff.org.uk

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ