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| **APPPLICATION FORM – GRANTS MANAGER** |

All information will be treated in confidence by LFT Charitable Trust.

Candidates will be short listed on the basis of the information contained in this application and therefore it is essential that applicants fully describe and relate their skills and experience to the Person Specification of this role.

Completed applications should be sent by email to jobs@lftcharitabletrust.com

The closing date for receipt of applications is **3pm Monday 2nd June 2025.**

All applications received before this date and time will be acknowledged.

All applicants will be informed regarding the outcome of their application whether they are being invited to progress to interview or not.

We anticipate conducting in-person interviews the week commencing 23rd June 2025.

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| **PERSONAL INFORMATION** |
| **Surname:** |  |
| **Forename(s):** |  |
| **Address:** |  |
|  |
|  |
|  | **Postcode:** |  |
| **Day Tel:** |  |
| **Evening Tel:** |  |
| **Email:** |  |
| **Have you access to a mode of transport appropriate to this role?**  | **YES / NO** (Please delete as appropriate) |
| **Do you have the right to work in the UK?** | **YES / NO** (Please delete as appropriate) |

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| **QUALIFICATIONS AND TRAINING** |
| **Examinations (GCSE, NVQ, A Level, Degree), Professional, Vocational or Other Training** | **Subject** | **Grade / Result** |
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| **EMPLOYMENT HISTORY** |
| **Current / Most Recent Employment** |
| **Name & Address:**  |
| **Job Title:**  |
| **Main Duties & Responsibilities:**  |
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| **Dates of Employment:** | **From:**  | **Reasons for leaving:** |  |
| **To:**  |
| **Current Salary:** |  | **Notice Required:** |   |

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| **Previous Employment – *Additional Pages may be added in this Section only*** |
| **Name & Address:**  |
| **Job Title:**  |
| **Main Duties & Responsibilities:** |
|  |
| **Dates of Employment:** | **From:**  | **Reasons for leaving:** |  |
| **To:**  |
|  |
| **Name & Address:**  |
| **Job Title:**  |
| **Main Duties & Responsibilities:** |
|  |
| **Dates of Employment:** | **From:**  | **Reasons for leaving:** |  |
| **To:**  |
|  |
| **Name & Address:**  |
| **Job Title:**  |
| **Main Duties & Responsibilities:** |
|  |
| **Dates of Employment:** | **From:**  | **Reasons for leaving:** |  |
| **To:**  |
| **SKILLS & EXPERIENCE** |
| What skills and experiences do you have that will be of most benefit in this role? |
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| Looking back on the last three years of your career, what has been the highlight? |
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| Describe one of the most valuable lessons you've learned in your career to date? How would it apply to this role? |
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| How would you build and maintain relationships with grant partners? |
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| How would you encourage and support a grant partner to measure and demonstrate the impact of their project? |
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| List your relevant IT skills and provide examples of how you have used them in previous roles or projects. |
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| **REFERENCES** |
| All offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer/line manager, and one who knows/has known you in a work capacity and can comment on your suitability for this post. Please note referees will not be contacted prior to a job offer being made. |
| **First Referee:** | **Second Referee:** |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Relationship to you:** |  | **Relationship to you:** |  |

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| **DECLARATION** |
| I declare that the information on this form and any attachments is correct and complete.I understand that to withhold, falsify or omit any relevant material fact(s) will lead to disciplinary action, including dismissal in the case of a successful applicant. I authorise the verification of any or all of the information listed on this form and any attachments. |
| **Signature:** |  | **Date:** |  |

The closing date for receipt of applications is **3pm Monday 2nd June 2025.**