

LONDON

action

TRUST

Working to break the cycle of offending within Greater London

Patron: Mayor of London
Registered Charity No: 1039534

Completed forms should be returned to:
Personnel Department, London Action Trust,
88 Clapham Road, London SW9 0JR.

www.lat.org.uk

Application For Employment

Post for which you are applying:

Ref:

Where did you see
this post advertised?

PERSONAL DETAILS

Surname:

Preferred Title:

First Name:

Address:

Postcode:

Email:

Tel No. (Eve):

Tel No. (Day):

Mobile:

About London Action Trust

London Action Trust is a pan-London crime reduction charity. Our Mission Statement is:

“London Action Trust is a charity which works to break the cycle of offending and so create safer communities in Greater London. We work in partnership with the voluntary, statutory and private sectors developing innovative, community-based projects.”

The Trust was set up in 1994, on the initiative of the Probation Service and although we continue to have an extensive partnership with Probation, we also work with a wide range of other partners across London. We aim to tackle unmet need in the crime reduction field. We work in four main areas:

1. Fundraising and Development
2. Direct Service Provision
3. Managing Consortia of Agencies (particularly where the funding comes from Europe)
4. Capacity Building of other Voluntary Agencies.

Hints and tips on completing this form

Please note CVs are not accepted.

We wish to ensure that comparison between applicants is fair and in line with the Trust's Equal Opportunities Policy. The information you provide on this form is the only information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification.

You should use the points in the Person Specification as headings when filling in the section of the application form that says personal statement or if you prefer write a paragraph on each criteria.

It is the applicant's responsibility to ensure that completed application forms are received by the closing date.

Please write in black ink.

If you would prefer to type your application form you can download a copy from www.lat.org.uk

EDUCATION QUALIFICATIONS

Schools, colleges, etc. Attended from age 11	Dates from - to	Qualifications obtained certificates, diplomas, degrees etc.

TRAINING COURSES

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PRESENT OR MOST RECENT EMPLOYMENT

Date of appointment:	Date left (if applicable):
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Salary:	Post held:
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Period of notice required:

Please give a brief description of your duties and responsibilities:
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Reason for leaving (if applicable):

PREVIOUS EMPLOYMENT AND VOLUNTARY EXPERIENCE

Include all paid employment and any voluntary work relevant to your application:

REFERENCES

Please give details of two people not related to you who may be approached for references. You should include your current or most recent employer:

REFERENCE 1:

Name:

Address:

Tel No:

Occupation/relationship:

REFERENCE 2:

Name:

Address:

Tel No:

Occupation/relationship:

PERSONAL STATEMENT

Please write a personal statement (in the space provided) which covers:

- Why you are interested in the job.
- Your skills, experience and knowledge in relation to the Person Specification.

Short-listing will be based on the degree to which you match the qualities in the Person Specification. You must address each point on the Person Specification. (You can use numbering if you find it advantageous).

NB. If needed please write on an A4 piece of paper and attach it to the form.

I confirm to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK

Signature:

Date: