INSTRUCTIONS ON HOW TO USE THE INTERACTIVE APPLICATION FORM

Attached within this PDF, you will find:

- What do Trustees do?
- The role description – this is attached for your ease of reference
- The Trustee application form

Wherever possible, applicants are asked to **complete and return** their application form electronically (although hard copy applications of your electronically completed form can also be returned). Hand-written applications will of course be accepted and considered, in which case they should be clearly written and without crossings out or corrections. You will find details below on how and where to return your completed application form.

Please complete all sections of the application form fully.

Technical tips

- To complete the form you will need to have Adobe Reader version 8 or higher installed on your computer. This is popular and free software that enables you to open .pdf files which are found on most websites.

  To download the latest version, visit http://get.adobe.com/uk/reader/. Please note that whilst you may be able to complete the form using an older version of Adobe Reader, it will not save your data and your form will be e-mailed blank.

- To add text to the application form, click your mouse in the grey box areas and type the required details. To move on in the form, simply click in the next box. Use the Tab key on your keyboard if you are not using a mouse.

- Please be advised that in the attached interactive PDF application form, the text will shrink to fit available space, once your text exceeds the size of the box. Please keep your text to a limit whereby it remains easily readable; font size 10 (as you would view it in Word) presents the text at a readable level. If you have further information you wish to supply, but which would significantly reduce the font size in your form, please submit your CV with your application form.

- When you have completed the application form, save it to your computer then attach to an e-mail (the recipient is specified below). Please note that this whole

PDF file will be saved (including the attachments within) and not just the application form. Alternatively, complete the form on your computer, print and post (to the address specified below).

- Mac users should open and complete the form using Adobe Reader **not** Mac Preview. When you are saving the form to your documents, please check that in the 'save as file type' box *.pdf* is selected and not Mac's version.

Your completed application form for this position should be sent to:

Becky Valentine at directorpersonnel@aff.org.uk

OR hard copies to: Army Families Federation, IDL 414, Ramillies Building, Floor 1, Zone 7, Marlborough Lines, Monxton Road, Andover, Hampshire, SP11 8HJ
Fax: 01264 382327