

**CONFIDENTIAL**

**Application for Employment**

**Applicants should complete this form electronically**

Please note the guidance given on how this form should be completed at each section.

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| Application for the post of: **FINANCE ADMINISTRATOR** |
| Where did you see this post advertised? |

**PERSONAL INFORMATION**

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| Last Name: | First Name(s): |
| Home address:  Postcode: | Contact phone number:  Email address: |

**INTERVIEW AVAILABILITY AND ARRANGEMENTS**

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| Are there any dates when you will not be available for interview? |
| If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. |

**RIGHT TO WORK IN THE UK**

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| Do you require a work permit to work in the U.K.? **YES / NO** |

**EMPLOYMENT HISTORY**

Please **start with most recent** employment and give details of any gaps in employment history. *(Please insert extra rows if necessary)*

| **Time in post**  include dates - month & year from & to | | | **Post details** | | | | **Employer’s name and**  **workplace address** | **Brief description of main duties and responsibilities** | **Reason for leaving** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time in post (yrs)** | From | To | **Job Title** | FT  ✓ | PT  ✓ | Hours per week |
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**UNPAID WORK**

Please give details of any volunteering or unpaid work you have done that has provided relevant experience. *(Please insert extra rows if necessary)*

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| **Dates**  (from and to - month & year) | **Organisation’s Name and Address**  ***(if relevant)*** | **Brief Description of Duties** |
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**QUALIFICATIONS**

Please list **all** the qualifications you have including secondary school/college/university/other. Please give details including grades, class of degree, dates obtained and where from (e.g., school, college, university). Shortlisted candidates will be required to produce original certificates for verification of qualifications, and for the successful applicant, confirmation may be requested from the relevant establishment.

**Please start with most recent** *(Please use tab key to insert extra rows if necessary)*

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| --- | --- | --- | --- | --- |
| **Date achieved (or expected to achieve)** | **Name of Qualification** | **Level**  (e.g. Higher / HNC / Degree) | **Grade achieved** | **Establishment** |
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**EDUCATION AND PROFESSIONAL LEARNING**

Please give details of any other relevant training/professional learning *(Please use tab key to insert extra rows if necessary)*

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| **Date Started** | **Date Ended** | **Name of Course** | **Provider** |
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**ADDITIONAL INFORMATION**

Please use this section to give more detail on:

* why you are applying for this post
* how your skills and experience relate to the responsibilities outlined in the remit and person specification
* any additional information that will highlight your suitability for the post

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**REFERENCES**

**Please give the names and addresses of at least two referees**

* One referee must be your present employer or if unemployed, your most recent employer
* The other referee should know you in a professional capacity from a work or study context
* Referees ***should not*** be relatives or friends.

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| **Referee No. 1** | **Referee No. 2** |
| Title: | Title: |
| Full Name: | Full Name: |
| Job Title: | Job Title: |
| Organisation: | Organisation: |
| Email address: | Email address: |
| Tel. no: | Tel. no: |
| Relationship to applicant: | Relationship to applicant: |
| May this referee be contacted prior to an offer of employment being made?  **YES / NO** | May this referee be contacted prior to an offer of employment being made?  **YES / NO** |

DECLARATION

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| *I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal should I be appointed to this post.* |
| Signed:    Print Name: Date: |