**WALCOT**FOUNDATION

**APPLICATION FORM | Finance Manager**

April 2017

Please use this application form to apply for the **permanent** position

**Do not substitute a CV for this form**

Once completed, please email to office@walcotfoundation.org.uk

*If you have the means, it may be better to save this first as a PDF and to send us that.*

*Be sure to save the form as you complete it to avoid loss of data*

If you are interested in being considered as an **interim** appointee we are able to accept your CV (provided it is up-to-date and comprehensive) and do **not** require you to complete this application form

|  |  |
| --- | --- |
| **1 ABOUT YOU** |  |
|  |  |
| Surname  | Click here to enter text. |
| Forename(s) | Click here to enter text. |
| Home address | Click here to enter text. |
| Correspondence address (if different to home address) | Click here to enter text. |
| Email address | Click here to enter text. |
| Telephone – home | Click here to enter text. |
| Telephone – work | Click here to enter text. |
| Telephone – mobile | Click here to enter text. |
| National Insurance number | Click here to enter text. |
| Ever convicted of a criminal offence? | **YES** |[ ]  **NO** |[ ]
| If yes, please give details of offence, date of conviction and sentence imposed below and continue on a separate sheet if necessary. (NB: Convictions which are “spent” under the Rehabilitation of Offenders Act 1974 need not be disclosed)  |
| Click here to enter text. |
|  |
| **2 YOUR EDUCATION AND QUALIFICATIONS** |  |
|  |  |
| From  | To | Educational institution | Qualification | Subject | Grade  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |  |  |  |  |  |
| If you wish to add any additional information about your education and qualifications please do so here |
| Click here to enter text. |
|  |  |  |  |  |  |
| **3 CURRENT EMPLOYMENT OR MOST RECENT EMPLOYMENT** |
|  |  |
| Name of employer  | Click here to enter text. |
| Dates of this employment  | Click here to enter text. |
| Address inc postcode | Click here to enter text. |
| Your role there, the nature of the work and summary of your responsibilities | Click here to enter text. |
| Reasons for leaving or wishing to leave | Click here to enter text. |
| Please give details of your availability to begin work with us. What is your notice period and what is the earliest you could start? | Click here to enter text. |
|  |  |
| **4 PLEASE LIST PAST EMPLOYMENT AND CAREER HISTORY starting with the most recent**(pleased explain any gaps in dates in the box below) |
|  |  |
| Employer’s name, location and type of business | Employed from | Employed to | Position and main duties |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. |
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|  |  |  |  |
| Time unaccounted for above including time spent abroad or in voluntary work |
| Click here to enter text. |
|  |  |
| **5 REFEREES** |  |
|  |
| Please tell us about two people who are willing to act as referees. They must know you well, over time, and not be related to you in any way. One must be your current or former employer. We may ask the person to whom we offer the role for additional referee names  |
| **Referee 1** |  |
| Name | Click here to enter text. |
| Occupation/role | Click here to enter text. |
| How/in what capacity you know them | Click here to enter text. |
| Address | Click here to enter text. |
| Email  | Click here to enter text. |
| Telephone | Click here to enter text. |
| **Referee 2** |  |
| Name | Click here to enter text. |
| Occupation/role | Click here to enter text. |
| How/in what capacity you know them | Click here to enter text. |
| Address | Click here to enter text. |
| Email  | Click here to enter text. |
| Telephone | Click here to enter text. |
|  |  |
| If you are shortlisted we may wish to take up a reference before your interview. Please tick the box if you **do not wish us to contact a current employer** prior to interview [ ]  |
|  |
| **6 YOUR EMPLOYABILITY IN THE UK** |  |
|  |  |
| Are there any restrictions on you taking up employment in the UK? Please enter ‘no’ or details of what the restriction is | Click here to enter text. |
|  |  |
| **7 ABOUT YOUR SKILLS, PERSONAL QUALITIES AND OVERALL SUITABILITY FOR THIS ROLE** |
|  |
| Please tell us briefly (in under 250 words) **why you are interested** in this role, and what **personal qualities** you will bring to it and the work of the Foundation |
| Click here to enter text. |
|  |
| **8 ABOUT YOUR PROFESSIONAL SKILL AND ABILITIES FOR THE ROLE** |
|  |
| **Important**: we use this section as the basis for deciding whether to meet you. Do please re-read the personal specification in the recruitment pack before answering (and cite the numerical references – that helps us). For each essential requirement of the person specification (as well as any desirable requirements that you are able to meet) give a specific example of an achievement, which shows how far you possess that skill or attribute. In each example, be precise about what you did and what the outcome was.  |
| Click here to enter text. |
|  |
| **9 ANY ADDITIONAL INFORMATION** |
|  |
| We think we have provided enough space for essential information, but if you have anything further, please add it here. |
| Click here to enter text. |
|  |
| **10 PROTECTION OF YOUR DATA** |
|  |
| This form asks you to supply personal data as defined by the UK Data Protection legislation and it is being supplied to the Walcot Foundation. The information which you provide will not be passed to anyone who is not authorised to see it. By making this application you are consenting for the data you provide to be processed by us. If you have any concern about our handling of this do please get in touch. |
|  |
| **11 YOUR DECLARATION** |
|  |
| I declare that this application form has been completed by me and that all the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information I know is false, or if I withhold any relevant information, it may lead to my application being rejected, or if I have been appointed, to my dismissal. *(Electronic signature or type name to confirm you have read this declaration)* |
|  |
| Signature | Date |
| Click here to enter text. | Click here to enter a date. |
|  |

*Thank you very much for your interest in the role. We’ll be in touch. General updates about the progress of this recruitment exercise will be posted to walcotfoundation.org.uk/finmgr*