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**JOB APPLICATION FORM**

**FINANCE ASSISTANT**

**Part-time, 18 - 22 hours per week**

**spread over 3-5 days per week (Monday – Friday)**

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#### Candidate Number \_\_\_

# Application Form

**FINANCE ASSISTANT**

**PART 1 PERSONAL DETAILS – For further details of how we process this information, please view our** [**Privacy Notice.**](https://communityalliancebeh.org.uk/app/uploads/2023/01/Privacy-Notice-Recruitment-JAN-23.pdf)

First Name

Last Name

Preferred Title: Mr / Mrs / Miss / Ms

Address:

Post Code:

Contact Telephone Numbers: Daytime:

Evening:

Email Address:

**PART 2 REFERENCES** (one of whom must be your present or last employer)

|  |  |  |
| --- | --- | --- |
|  | First | Second |
| Name |  |  |
| Relationship |  |  |
| Address |  |  |
|  |  |  |
| Postcode |  |  |
| Phone Number |  |  |
| Email Address |  |  |

NB. References will only be sought once the post has been accepted.

# PART 3

# 3.1 EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| School / College / University / Other  (please give dates) | State if Full  or Part Time | Qualifications Gained | Grades if  appropriate |
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3.2 **ANY OTHER RELEVANT QUALIFICATIONS OR ATTAINMENTS -**

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| --- | --- | --- |
| Organising Body | Course Details and date | Qualifications Gained |
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**PART 4 EMPLOYMENT**

4.1 **PRESENT OR MOST RECENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | | Job Title (and Grade if appropriate) | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Full or part-time | Period of Notice | Date of Appointment | Gross Annual Salary |
|  |  |  |  |
|  |  |  |  |

Brief description of duties

|  |
| --- |
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4.2 **PREVIOUS POSTS, Starting With The Most Recent -** continue on a separate sheet if necessary

|  |  |  |
| --- | --- | --- |
| Name of employer and dates | Brief description of duties | Full or part time? |
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# PART 5 PLEASE GIVE BRIEF DETAILS OF YOUR INTERESTS AND HOBBIES

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### PART 6

6.1 **PLEASE INDICATE YOUR REASONS FOR APPLYING FOR THIS POST**

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# 6.2 SUPPORTING STATEMENT

Drawing upon your experience, skills, abilities and qualifications explain how you meet the requirement of the post for which you have applied. Please refer to the Job Description and Person Specification accompanying this form when completing this section.

Please continue on separate sheets if necessary.

*Supporting Statement Continued*

**PART 7 CRIMINAL CONVICTIONS**

|  |
| --- |
| YES / NO |

7.1 Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

|  |
| --- |
| YES / NO |

7.2 Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

⬜ I give my consent for this information to be processed in line with the [Privacy Notice](https://communityalliancebeh.org.uk/app/uploads/2023/01/Privacy-Notice-Recruitment-JAN-23.pdf)

**PART 8 MONITORING INFORMATION**

8.1 **DISABILITY**

*The Disability Discrimination Act 1995 states that a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities)*

|  |  |
| --- | --- |
| Do you consider you have a disability as defined above? | YES / NO |
| Please advise us of what adjustments we could make to facilitate your interview |  |

8.2 **ETHNIC ORIGIN -** Please tick appropriate box

|  |  |  |  |
| --- | --- | --- | --- |
| Asian or Asian British |  | White - UK origin |  |
| Indian |  | White -Other background *(Please specify below)* |  |
| Pakistani |  |  |  |
| Bangladeshi |  | Mixed - White & Black Caribbean |  |
| Other Asian background *(Please specify below)* |  | Mixed - White & Black African |  |
|  |  | Mixed – White & Asian |  |
| Black or Black British |  | Other Mixed background *(Please specify below)* |  |
| Caribbean |  |  |  |
| African |  | Chinese |  |
| Other Black background *(Please specify below)* |  | Other Ethnic Group *(Please specify below)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Male |  | Female |  |

8.3 **GENDER -** Please tick appropriate box

⬜ I give my consent for the information in 8.1 – 8.3 to be processed in line with the [Privacy Notice](https://communityalliancebeh.org.uk/app/uploads/2023/01/Privacy-Notice-Recruitment-JAN-23.pdf)

**GENERAL MONITORING**

|  |  |  |
| --- | --- | --- |
| 8.4 | Where did you see this post advertised? |  |

### PART 9

I accept that any information given in this application that I know to be false, or information deliberately withheld may result in my application being disqualified or if appointed may result in dismissal.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return by email to [recruitment@communityalliancebeh.org.uk](mailto:recruitment@communityalliancebeh.org.uk)

by 12.00 noon **on Monday, 25th November 2024**