

APPLICATION FOR EMPLOYMENT

Confidential Record

*This form must be completed fully and honestly.
If not applicable, please write 'Not Applicable' in the space provided.*

APPLICATION DETAILS

POSITION APPLIED FOR	Finance Officer
DATE OF APPLICATION	

PERSONAL DETAILS

TITLE		FORENAME	
FAMILY NAME			
HOME ADDRESS	CURRENT ADDRESS <i>(if different)</i>		
TELEPHONE NO.		MOBILE NO.	
EMAIL ADDRESS			

Are you eligible for employment in the United Kingdom? Yes No

What documentation can you provide in order to demonstrate this?

British Passport or EEA Passport Other _____

EDUCATION and QUALIFICATIONS *(starting with most recent)*

INSTITUTION <i>(Name and Address)</i>	TITLE OF AWARD <i>(e.g. A-level/Degree etc.)</i>	RESULTS <i>(Achieved/Expected)</i>

MEMBERSHIP OF PROFESSIONAL BODIES

EMPLOYMENT EXPERIENCE *(Start with the most recent. Please add any additional employment details in a covering email or letter, if necessary.)*

Company:	
Address:	
Nature of business:	Notice period:
Employment dates:	Reasons for leaving:
Most recent position held and nature of duties:	Previous positions held (with dates):
Company:	Reasons for leaving:
Address:	
Employment dates:	
Positions held and nature of duties:	

Company:	Reasons for leaving:
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Address:

Employment dates:

Positions held and nature of duties:

In the following sections, the Trust is looking for evidence that you have the right level of competencies to do the job. Please provide the most relevant examples in relation to the job you are applying for.

RELEVANT EMPLOYMENT EXPERIENCES

EXPERIENCE OF FINANCIAL SYSTEMS AND PROCEDURES *(Use the space below to provide evidence of your skills and experiences in the area.)*

EXPERIENCE OF ACCOUNTS PREPARATION AND REPORTING

(Use the space below to provide evidence of your skills and experiences in the area.)

WHY DO YOU THINK YOU ARE SUITED TO THIS VACANCY? *(please refer specifically to the bullet points in the 'Ideal Candidate Profile' to structure your answer, and include any additional information that you feel will support your application.)*

PERSONAL INTERESTS and ACHIEVEMENTS
(Use the space below to list any spare time activities.)

REFERENCES

REFEREE ONE	REFEREE TWO
Name	Name
Job title	Job title
Address	Address
Tel	Tel
Email	Email
In what capacity does your referee know you?	In what capacity does your referee know you?

Please tick to indicate that you have a current driving licence (this is preferred for the post).

DECLARATION

I authorise Vincent Wildlife Trust to obtain references to support this application, once an offer has been made and accepted. To the best of my knowledge, all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act – the information given to us in this form will only be used in relation to your application for employment. By signing this declaration, you are giving us your express consent to retain and process this information under the Data Protection Act 1998.

SIGNATURE

DATE

Please **email** your application to helenhenderson@vwt.org.uk (Subject: Finance Officer application) or, if this is not possible, **by post** (marked job application – Finance Officer post) to:

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, Herefordshire HR8 1EP

DEADLINE FOR RECEIPT OF APPLICATIONS – Wednesday 29th May 2019 at 17:00hrs