A picture containing icon

Description automatically generatedApplication 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 | Administration and Finance Assistant |
| Date of application |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Personal Details | | | | |
| Title |  | | Forename |  |
| Family name |  | | | |
| Home Address | | | Current Address *(if different)* | |
| 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 🞏 Birth Certificate

🞏 National Identity Card 🞏 Official document containing NI number

🞏 UK Residence Permit 🞏 UK work permit

🞏 Letter from the Home Office 🞏 Immigration Status Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education and Qualifications *(Please start with the most recent)* | | | | |
| INSTITUTION *(Name and Address)* | TITLE OF AWARD  *(eg, A-level/Degree, etc.)* | | | RESULTS *(Achieved/Expected)* |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
| Membership of Professional Bodies | | | | |
|  | | | | |
| Employment History *(Please start with the most recent. Please add additional employment boxes as 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: | | | | |
| Position held and nature of duties: | | | | |
| Company: | | | Reasons for leaving: | |
| Address: | | | | |
| Employment dates: | | | | |
| Position held and nature of duties: | | | | |
| Company | | Reasons for leaving: | | |
| Address: | | | | |
| Employment dates: | | | | |
| Position held and nature of duties: | | | | |
| Company: | | Reasons for leaving: | | |
| Address: | | | | |
| Employment dates: | | | | |
| Position held and nature of duties: | | | | |

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| *In the following sections, the Trust is looking for evidence that demonstrates you have the right level of competencies to do the job. Please provide the most relevant and recent examples in relation to this job.* |

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| Relevant Employment Experiences |
| **Business administration**  Use the space below to provide your best examples of your administration experience. |
|  |
| **I.T.**  Use the space below to detail your level of computer literacy including experience of using Microsoft Office 365 applications, such as Teams, Outlook, Word, Excel. |
|  |
| **Communications**  Use the space below to tell us of your experience of communicating via telephone, email and in person. |
|  |
| **Events support**  Use the space below to tell us about your experience in supporting the smooth running of meetings and events. |
|  |
| **Finance**  Use the space below to tell us about your experience and knowledge of any finance software and financial and accounting processes. |
|  |
| **Additional Information**  Please outline why you are motivated to take up this position and why you feel you are suitable for this post. |
|  |

|  |  |  |
| --- | --- | --- |
| 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 required 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 2018 — 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 2018.*

|  |
| --- |
| **SIGNATURE** |

Please email your application to [hr@vwt.org.uk](mailto:hr@vwt.org.uk) (Subject: Administration and Finance Assistant)

Or, if this is not possible, by post (marked ‘Job application – Administration and Finance Assistant) to:

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

Deadline for receipt of applications: 17:00 on Wednesday 10 January 2024