****

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| APPLICATION FORM | | | | | |  |
| Thank you for your interest in the post we are currently recruiting for.  Please complete this form and return it by e-mail to: [fiona.russell@freechurch.org](mailto:fiona.russell@freechurch.org)  If you are completing any part of this form by hand, please use black ink.  The following information will be treated in strict confidence. Applications will be held for no longer than necessary and will only be circulated to those involved in the recruitment process. | | | | | | |
| Position applied for: | | **FINANCE MANAGER** | | | | |
|  | | | | | | |
| PERSONAL | | | | | | |
| (Please complete this section in BLOCK CAPITALS) | | | | | | |
| Surname: |  | | First Name(s): | |  | |
| Address: |  | | | | | |
|  | | | | | | |
|  | | | | Postcode: | | |
|  | | | | | | |
| Daytime telephone: | | | Evening telephone: | | | |
| Mobile telephone: | | | E-mail: | | | |
|  | | | | | | |
| How much notice are you required to give to your current employer? | | | | | | |

|  |
| --- |
| Do you have the right to take up employment in the UK? YES / NO |

|  |
| --- |
| Where did you find out about this appointment? |

**EDUCATION**

Please list examination passes achieved at school or in further education

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification / level | Subject | Grade | Year |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please provide details of any higher education undertaken

|  |  |  |
| --- | --- | --- |
| University or College | Degree or qualification obtained | Year |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of any professional qualifications held not listed above

|  |  |  |
| --- | --- | --- |
| Qualification | Relevant body | Year |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EMPLOYMENT**

Please give details of your past employment, including your present or last employer

|  |  |  |  |
| --- | --- | --- | --- |
| Present or last employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Current salary |  | Current hours if part time |  |
| Key responsibilities of post and main achievements: | | | |

**Previous Employers**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Position held |  | | |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements: | | | |

**SKILLS AND EXPERIENCE**

Please use this page to give details of any skills or experience that you have which you think is relevant to this job, and to explain why you are applying for this post.

Please refer to the Role Description and person specification for the post.

|  |
| --- |
|  |

**CHRISTIAN COMMITMENT**

*There is an Occupational Requirement under the Equality Act 2010 for the post holder to demonstrate a firm Christian commitment.*

Please indicate your Christian commitment (in terms of church / voluntary activities etc.) and the role your Christian faith would play in this job.

|  |
| --- |
|  |

**OTHER INFORMATION**

|  |
| --- |
| Is there any other relevant information the selection panel should be aware of? |

DECLARATION

I declare that the information given in this form is complete and accurate.

|  |  |
| --- | --- |
| Signature: | Date: |

**REFERENCES**

Please give the names of three people (one of whom should be your present or most recent employer, and another one your Church Minister / Pastor or similar) who we may approach for a reference.

May we approach your present employer before an offer of employment is made? **YES / NO**

|  |
| --- |
| Name: |
| Position: |
| Address: |
| Tel. No.: |
| E-mail: |

|  |
| --- |
| Name: |
| Position: |
| Address: |
| Tel. No.: |
| E-mail: |

|  |
| --- |
| Name: |
| Position: |
| Address: |
| Tel. No.: |
| E-mail: |