

## Personal Details

Title		Forenames(s)		Surname	
Address				Postcode	
Telephone Number			Mobile Number		
Email address: We will usually use email to contact you.					

## What job are you applying for?

FINANCE AND ADMINISTRATION MANAGER

## About You: Information to support your application

This is your opportunity to tell us why you are interested in this post, why you are a good match and what you will bring to our business. Please read the requirements of the job and the person specification and provide evidence of how you meet our requirements.

Need more room? Please feel free to continue onto a maximum of ONE extra page.

**Where do you work at the moment, or, your most recent job?**

Job Title		Employer	
Dates of Employment (from - to)		Salary / hourly rate	
Main duties / responsibilities			
Reason for leaving (if no longer employed)			

**Employment History** : please tell us about any other previous positions you have held which may be relevant to this application

Dates from / to	Job Title / main duties	Employer

Please add more rows if necessary

**Education**

Secondary education (school name and town)	Qualifications and grades achieved
Further/higher education (college/university name)	Qualifications and grades achieved

**Have you completed any other relevant training?**

Please tell us about any other relevant training you have completed, any professional qualifications or work related skills you hold or are studying towards (e.g. languages, I.T. qualifications, first aid)

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## Information we need about you

Where did you see the advert for this post?	
From what date would you be available to start?	
If offered this position, will you wish to continue to work in any other capacity? If so, please tell us more	
Are you a British Citizen or a National of any EU country? If not, do you have the right to work within the UK and a current work permit?	
Please note that, in accordance with Section 8 of the Asylum and Immigration Act 1996, all new employees are required to provide us with documentation that proves they have the right to work in the UK before commencement of contract.	
If invited for an interview, do you have any access requirements we need to take into consideration?	Yes/No
If Yes, please tell us what would help you.	
Do you hold a current (ie within 2 years) disclosure issued by the Disclosure and Barring Service (DBS)?	Yes/No If 'yes', what type? Standard/Enhanced
Please note that it is our policy for <u>all</u> employees to undertake enhanced DBS disclosure. It will be a contractual condition for you to undertake this within your stated probationary period, unless already held.	
Have you ever been dismissed or asked to resign from any employment?	Yes/No
If Yes, please give details.	
Do you have any unspent convictions?	Yes/No
To ensure that the recruitment process is as fair as possible, if you answer Yes to the question above, you will be sent a short form to on which you can provide further details confidentially. Information about past convictions will only be considered in relation to the job you are applying to undertake.	

## References

Please provide names and addresses of two references, one of which should be a current or recent employer.

1. Name		2. Name	
Occupation		Occupation	
Company		Company	
Address		Address	
Telephone number		Telephone number	
Email		Email	
Time known		Time known	
Type of reference		Type of reference	
May references be taken up prior to a job offer being made? Yes/No		May references be taken up prior to a job offer being made? Yes/No	



## Data Protection

It is our policy to keep unsuccessful applications on file for a period of 6 months. Where other positions arise which we think may be suitable, we will contact you to let you know. All data is held in line with our policies: details on request.

I would like my application to be kept on file and would like to be informed if other suitable positions arise which I may be suitable for.

Yes/No

## Declaration

I hereby give my consent to Wells Maltings Trust to process the data supplied in this application form for the purpose of recruitment and selection.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate.

*Please note:*

*Any false, incomplete or misleading statements may result in withdrawal of a job offer or dismissal.*

**Applicants Signature** (e-signature accepted)

Date:

## Equal Opportunities Monitoring

Wells Maltings Trust strives to be an equal opportunities employer. In order to assess how successful our equal opportunities policy is, we have set up a system of monitoring all job applications. Please complete the short online questionnaire accessible via the following link:

<https://www.surveymonkey.co.uk/r/MX8CH9K>

All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide statistics for monitoring purposes.

Thank you for your assistance.

Once complete, this form only to be returned electronically to

[applications@wellsmaltings.org.uk](mailto:applications@wellsmaltings.org.uk)

in accordance with the instructions in the application pack. No additional information nor CVs to be included please - all relevant information should be included in this form.