**Application Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position Applied for: | | **Finance Administrator part time** | | | | | | Date: | | | |  |
| (Mr/Mrs/Miss/Ms) | |  | | | | | | | | | | |
| First Name: | |  | | Surname: | | |  | | | | | |
| Address: | |  | | | | | | | | | | |
|  | | Postcode: | | |  | | | | | |
| Contact Number: | |  | | | | | | | | | | |
| National Insurance No: | |  | | | | | | | | | | |
| Emergency contact name & number | |  | | | | | | | | | | |
| Email Address: | |  | | | | | | | | | | |
| When would you be available for employment? | |  | | | | | | | | | | |
| Reason for leaving current position: | |  | | | | | | | | | | |
| **Previous Employment**  (please list detailing the most recent first) | | | | | | | | | | | | |
| From: (dd/mm/yyyy) | | |  | | To: (dd/mm/yyyy) | | | | | |  | |
| Position held: | | |  | | | | | | | | | |
| Name of Employer: | | |  | | | | | | | | | |
| Address of Employer: | | |  | | | | | | | | | |
|  | | | | | | | | | |
|  | | Postcode: | | | | |  | | |
| Brief summary of duties: | | |  | | | | | | | | | |
|  | | |  | Salary: | | | | | |  | | |
| Application Form continued..   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Previous Employment cont..** | | | | | | | From: (dd/mm/yyyy) |  | | To: (dd/mm/yyyy) | |  | | Position held: |  | | | | | | Name of Employer: |  | | | | | | Address of Employer: |  | | | | | |  | | | | | |  | | Postcode: |  | | | Brief summary of duties: |  | | | | | |  |  | | | | | |  |  | | | | | |  |  | Salary: | |  | | | Reason for leaving: |  | | | | |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | From: (dd/mm/yyyy) | | | |  | | To: (dd/mm/yyyy) | | |  | | | Position held: | | | |  | | | | | | | | Name of Employer: | | | |  | | | | | | | | Address of Employer: | | | |  | | | | | | | |  | | | | | | | |  | | Postcode: | | |  | | | Brief summary of duties: | | | |  | | | | | | | |  | | | | | | | |  | | | | | | | |  | | Salary: | | |  | | | Reason for leaving: | | | |  | | | | | | | | **Employment Continued:** | | | | | | | | | | | | **From** | **To** | | **Position held** | | **Name of Employer** | | **Address of Employer** | **Salary** | | **Reason for leaving** | |  |  | |  | |  | |  |  | |  | | **Education:** | | | | | | | | | | | | **Dates:** | | **School, College, University etc.** | | | | | **Examinations, Subjects and Results** | | | | |  | |  | | | | |  | | | | |  | |  | | | | |  | | | | |  | |  | | | | |  | | | | |  | |  | | | | |  | | | | |  | |  | | | | |  | | | | | | | | | | | | | | | | |
| **Supporting Statement**  Drawing upon your experience, skills abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job. | | | | | | | | | | | | |
| **Please use a continuation sheet and attach as required** | | | | | | | | | | | | |
| Rehabilitation of Offenders Act 1974: Do you have any unspent convictions? If yes please specify: | | | Yes No | | | | | | | | | |
| Please note that a conviction will not necessarily exclude your opportunity for employment with Growing Together but will be taken into account when assessing your suitability | | | | | | | | | | | | |
| Do you hold a clean valid driving licence? | Yes No | | | | | Are you able to travel freely to other locations? | | | Yes No | | | |
| Reference One Name:  (Please use last employer) |  | | | | | Reference Two Name: | | |  | | | |
| Address: |  | | | | | Address: | | |  | | | |
|  |  | | | | |  | | |  | | | |
|  |  | | | | |  | | |  | | | |
| Postcode: |  | | | | | Postcode: | | |  | | | |
| Contact Number: |  | | | | | Contact Number: | | |  | | | |
| Email address: |  | | | | | Email address: | | |  | | | |
| Relationship to Reference One: |  | | | | | Relationship to Reference Two: | | |  | | | |

**Declaration:**

The information I have given on this form is, to the best of my knowledge, true and accurate.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send or email your completed form to:

[kathryn@growingtogether.org.uk](mailto:kathryn@growingtogether.org.uk)

Growing Together Northampton

BGN Nursery, Blackthorn Local Centre,

Northampton, NN3 8QH