**Application Form**

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| --- | --- | --- | --- |
| 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..

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| --- |
| **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** |
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| **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

Growing Together Northampton

BGN Nursery, Blackthorn Local Centre,

 Northampton, NN3 8QH