 **Application Form**

|  |  |
| --- | --- |
| Position Applied for: | Finance Officer |
| Reference Number: |  | (Mr/Mrs/Miss/Ms) |
| First Name: |  | Surname: |  |
| Address: |  |
|  |
|  |
|  | Postcode: |  |
| Contact Number: |  | Contact Name: (For emergency use only) |  |
| National Insurance No: |  |
| Alternative Contact Number: |  |
| Email Address: |  |
| When would you be available for employment? |  |
| Reason for leaving last employment: |  |
| **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 you with BGN but will be taken into account when assessing your suitability |
| Do you hold a clean valid driving licence? | Yes No |  |  |
| Reference One Name:(Please use last employer) |  | Reference Two Name: |  |
| Address: |  | Address: |  |
|  |  |  |  |
|  |  |  |  |
| Postcode: |  | Postcode: |  |
| Contact Number: |  | Contact Number: |  |
| 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 email your completed form to:

Kathryn@growingtogether.org.uk

Or post to

Kathryn White – Private & Confidential

Growing Together, BGN Family Centre and Nursery

Blackthorn Bridge Court, Northampton, NN3 8QH