



Charitable Incorporated Organisation no: 1154862

**JOB APPLICATION FORM**

Please note that CVs should not be used in place of this form

**POST APPLIED FOR: Finance and Admin Officer**

**PERSONAL DETAILS**

|  |
| --- |
| **Name:** |
| **Address:** |
| **Home phone:** |
| **Work phone** (if we can contact you at work)**:** |
| **Email:** |

#### **REFERENCES**

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| --- |
| Employment is subject to receipt of references, satisfactory to ASSIST Sheffield. Roles that will involve client contact will also require a valid DBS check to have been completed.  Please supply details of 2 work referees. These should **not** include relatives or personal friends. The first reference should be from your present employer, or your most recent employer if you are currently unemployed. |

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Job Title:** | **Job Title:** |
| **Address:** | **Address:** |
| **Tel:** | **Tel:** |
| **Email:** | **Email:** |

|  |
| --- |
| ASYLUM & IMMIGRATION ACT 1996 |
| Are you required to have a UK work visa/permit? Yes / No  If so, do you have a valid work visa/permit?  If yes, when does it expire? ……………………………………………………………………. |

**DECLARATION**

To the best of my knowledge, the information I have supplied in this application is true and correct. I understand that any false statement may disqualify me from employment or render me liable to dismissal.

**Print Name: Date:**

*This electronic form is considered to be as binding as a handwritten signature.*

Thank you for taking the time to complete this application.

Please also remember to complete our Equal Opportunities monitoring form.

Completed Applications should be emailed to: [jobs@assistsheffield.org.uk](mailto:jobs@assistsheffield.org.uk)

Deadline for applications – **12pm on Friday 20th September 2019**

Interview Date – **2nd, 3rd or 4th October 2019 (tbc)**

Postal applications and CVs will **not** be accepted.

|  |
| --- |
| EDUCATION |
| *Please tell us about your education and qualification that you feel are relevant to the post. Include courses you are currently undertaking.* |

|  |  |  |  |
| --- | --- | --- | --- |
| School/College/ Institution | Subject | Level/Qualification | Date Gained |
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| TRAINING AND OTHER RELEVANT EXPERIENCE | | |
| *Please give details of experience you consider relevant to this application, e.g. training courses, voluntary work or experience/skills acquired outside of work, including running your home and caring for dependants/family.* | | |
|  |  | |

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| **Current or most recent employment.**  **Dates worked from and to:** |
| **Name:** |
| **Address:** |
| **Job Title:** |
| **Brief description of duties:** |
| **Reason for leaving:** |

**SUMMARY OF EARLIER EMPLOYMENT**

Please list in date order, your previous employment - starting with the most recent:

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Post Held and Main Duties | Reason for leaving |
|  |  |  |  |

#### **ADDITIONAL INFORMATION**

*Please tell us how your own experience, knowledge, skills and abilities, fulfil the requirements set out in the person specification.*

*We would like you to tell us about instances and examples when you have demonstrated the experience, knowledge, skills and abilities we are looking for in this post holder. Experience may have been gained through paid or voluntary work or in the home. (Use additional sheets if required).*

**Please refer to guidance notes enclosed in this application pack.**

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