**Office Use - Reference No:**



**Finance & Administration Assistant**

21 hrs/week

Salary scale SJC points 15-18   
starting at pt 15 £11,819 p.a. pro rata at 21 hrs

#### Closing Date for Applications: 5pm on Monday 27th July

|  |  |  |
| --- | --- | --- |
| Full Name |  | |
| Home Address |  | |
|  |  | |
| Post Code |  | |
| Home phone |  | |
| Mobile phone |  | |
| E-mail |  | |
| Where did you see this post advertised? | |  |

Please note that in accordance with equal opportunities practice pages one to four will be detached before short listing.

We are unable to accept CVs as part of the recruitment process.

|  |  |  |  |
| --- | --- | --- | --- |
| **References:**  Please give names and addresses of two referees, one of whom should be your present or most recent employer. References will only be taken up for the successful applicant. | | | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
|  | |  | |
|  | |  | |
| **Email** |  | **Email** |  |
| **Tel** |  | **Tel** |  |
| **Relationship to Applicant** | | **Relationship to Applicant** | |
| **Rehabilitation of Offenders Act 1974 (ROA)**  Under the provisions of the Act **all applicants** are required to fill in the criminal record self declaration form that forms part of the application pack. You may email this to us or print it and post it to us in an envelope marked “Confidential”.  Volunteer Edinburgh believes that it is good management practice to accept that the best person for the job may have an unspent criminal record and, in such circumstances, the relevance of the conviction will be considered. Any evidence or declaration of spent criminal convictions will be ignored in order to comply with legislation. | | | |
| Data ProtectionWe take your privacy seriously and will only use your personal information to process your application for employment. Your personal information will only be seen by the people who have to be involved in the recruitment process. If you are recruited to this role we’ll share this information with our HR and finance staff and our payroll provider. If you are not successful we may hold your information for up to six months. For more information on how we use your data and keep it safe see <www.volunteeredinburgh.org.uk/privacy-notice/>. If you would like a printed copy of our full privacy notice please ask a member of staff.I hereby apply for the post of Finance & Administration Assistant ***I confirm that the information in this form is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, to dismiss without notice.***  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

Volunteer Centre Edinburgh is a company registered in Scotland and limited by Guarantee No. SC202631. Scottish Charity SC029681. CEO: Paul Wilson.

**Return the completed application form to finance@volunteeredinburgh.org.uk**

or by post to Recruitment, Volunteer Edinburgh, 222 Leith Walk, Edinburgh, EH6 5EQ

**We are unable to accept CVs as part of the recruitment process.**

Please include any relevant information within this application form.

### CONFIDENTIAL

#### EQUALITIES MONITORING FORM

Volunteer Edinburgh aims to be an equal opportunities employer. To help us monitor the effectiveness of our Equal Opportunities and Recruitment Policies we would like you to fill in this form. If you choose to complete it, any information given is treated in the strictest confidence and detached from your application as soon as it is received. It will not affect the selection procedure in any way.

*Please tick the appropriate boxes.*

**Which of the following groups do you consider you belong to?**

Categories as recommended by the Commission for Racial Equality

**White**

Scottish ⬜ Other British ⬜ Irish ⬜

Any other white background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

Any mixed background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian, Asian Scottish or Asian British**

Indian ⬜ Pakistani ⬜ Bangladeshi ⬜ Chinese ⬜

Any other Asian background, please write in  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Black, Black Scottish or Black British**

Caribbean ⬜ African ⬜

Any other Black background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other ethnic background**

Any other background, please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a disability? YES ⬜ NO ⬜

Are you registered disabled?YES ⬜ NO ⬜

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Current or Most Recent Employment

|  |  |
| --- | --- |
| Name of employer |  |
| Address |  |
|  |  |
| Job Title |  |
| Start date of post |  |
| Date of leaving post, if relevant |  |
| Salary |  |

Brief description of your responsibilities:

|  |
| --- |
|  |

**Relevant education, professional or vocational training etc.**

Please give details of qualifications and training obtained by you that are relevant to this post.

|  |
| --- |
|  |

**How well do you meet our Person Specification?**

Guidelines:

* This is the most important section and will give us specific information in support of your application.
* You must clearly demonstrate that you can satisfy each and every aspect of the Person Specification.
* You **must** number your answers, in order, and relating to each point in the Person Specification.

It is not sufficient to duplicate what the Person Specification states. For example, if the Person Specification asks for "ability to" or "commitment to" you will be required to demonstrate positively your ability, commitment, etc. by referring to your academic, professional, voluntary or personal experience.

|  |
| --- |
|  |

**How well do you meet our Person Specification? Continued…**

**Previous employment or experience relevant to this post that will support your application**

You may highlight here previous employment, volunteering, membership of professional bodies, life experience or special interests relevant to this post.