**APPLICATION FORM**

**Finance & Administration Manager**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone** |  |
| **Email Address** |  |

We will remove this page and the equal opportunities monitoring form before paper sifting and short listing takes place.

**Completed applications should be sent to: richie@fetlor.org.uk**

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| --- |
| ***If invited to interview, do you have any special requirements?*** |
|  |
| ***Please let us know where you found out about this post?*** |
|  |

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| **Education, Qualifications & Professional Training** – please provide your most recent experience first. Please include dates. |
| **Please state any other training you would consider of relevance to the position.** |

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| **Past Employment/Voluntary History -** Please include the following:   * Name of organisation, dates of employment and reason for leaving * An explanation for any unaccounted periods * A brief description of the duties/responsibilities of each post, where there is relevance to this role.   **Continue on a separate sheet, if required.** |

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| **Supporting Information –** please refer to the job description and person specification; thereafter provide any further information you feel relevant and which supports your application for this post.  **Continue, or submit, on a separate sheet if required, to a maximum of two sides of A4 paper at font size 12** |

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| --- |
| **References –** Please provide two references. One should be your current/most recent employer. You should provide your references   * Name * Role or Title * Contact number and email address * Relationship to you   By providing us with this information we understand you agree to us contacting these referees. We will only do so after interview should we plan to offer you a role within FetLor Youth Club |

**Please accept this as my application for the post of Administration & Finance Manager**

Name:

Signed:

Dated:

**STRICTLY CONFIDENTIAL**

**EQUAL OPPORTUNITIES MONITORING FORM**

FetLor Youth Club is a rights aware organisation which aims to be an equal opportunities employer. In order to monitor the effectiveness of our policy in relation to employment legislation we’d be grateful if would fill this form in. You are not obliged to fill it in, and should you chose not do so it will have no impact on your application. The information will be treated in the strictest confidence, we will separate it from your application form and it will not affect the selection procedure in any way.

*Please tick the appropriate boxes:*

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

(*Categories recommended by the CRE).*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 🞏 | Scottish | 🞏 | Indian | 🞏 | Caribbean |
| 🞏 | Other British | 🞏 | Pakistani | 🞏 | African |
| 🞏 | Irish | 🞏 | Bangladeshi |  |  |
|  |  | 🞏 | Chinese |  |  |

Other Ethnic Background

**2. Do you have a disability?**  Yes [ ] No [ ]

**3. Are you registered disabled?** Yes [ ] No [ ]

**4. Gender** Male [ ] Female [ ]

Post applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date