 Application for Employment

Position: Financial Controller

Part-time: 21 hours per week

Salary: £36,000 - £40,000 pro rata

Thank you for your interest in applying for the post. Please complete this form and return it by email to:

[recruitment@coveybefriending.org.uk](mailto:recruitment@coveybefriending.org.uk) or by post to:

COVEY

Regent House, 9 High Patrick Street, Hamilton, ML3 7JA

T: 01698 894013

M: 07545 514999

You should read the person specification and job description carefully and, when completing your supporting statement, detail your suitability for the post in line with both the job description and person specification.

Give examples from your current or previous posts to demonstrate how you meet the criteria. You should also include any relevant skills you may have gained through voluntary work.

CVs will not be considered.

All applications will be acknowledged – if you do not hear from us please call the number above.

The closing date for applications is Friday 3rd February 2023.

**Personal Details**

|  |  |
| --- | --- |
| First Name: | Last Name: |
| Address: | |
| Telephone number(s):  Daytime:  Evening:  Mobile: | |
| Email Address: | |

1. **Education and Qualifications**

Please give details of your education and qualifications.

|  |  |  |
| --- | --- | --- |
| Institution | Course Title(s) | Qualification / Result |
|  |  |  |

1. **Professional development - courses and relevant training**

Please give details of any courses and/or training you have undertaken which you consider relevant to this application, whether or not it led to a qualification.

|  |  |
| --- | --- |
| Course Title(s) | Qualification or Result |
|  |  |

1. **Membership of relevant professional bodies**

Please give details of your professional membership(s)

|  |  |  |
| --- | --- | --- |
| Professional Body | Date Joined | Grade of Membership |
|  |  |  |

1. **Right to work in the UK -** Please delete as appropriate - Yes / No.
2. **Current driving licence and access to a car for work -** Please delete as appropriate - Yes / No.
3. **Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current or most recent employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Notice Required: |
| From | To |
| Employers Address: | | | |
| Reason for leaving/wishing to leave: | | | |
| Please summarise your main responsibilities and achievements in this role: | | | |

Please complete chronologically, with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please summarise your main responsibilities and achievements in this role: | | | |

Please copy this page if required to detail further roles.

1. **Information on core skills / competencies**

There are a number of core skills and competencies required to undertake this role. Please provide evidence showing you meet the requirements below:

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| Organised and proactive, able to set own work plan to deliver a task, and to adapt when circumstances demand. |
| Please provide an example which best demonstrates the above.   * What was the situation and the context? * How did you approach this? * What were the challenges? * What was the outcome? |

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| Challenging existing processes/procedures to improve the way things are done. |
| Please provide an example which best demonstrate the above.   * How did you identify what needed to be changed? * Who else was involved? * What was the result of the change? |

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| Supporting statement. Tell us why you are suitable for this role. Please refer to the job description and person specification and give details of skills and experience that you have not detailed elsewhere in this application and which you think are relevant to the role. If you run out of space please use the continuation sheet on the next page. |
|  |
| Supporting statement – continuation page if required |
|  |

1. **Referees and notice period**

Please provide details for two referees one of which must be your current or most recent employer.

|  |  |
| --- | --- |
| Name: | Organisation: |
| Position: | How do you know them? |
| Email Address: | Contact Tel No: |
| Address: | |
|  | |
| Name: | Organisation: |
| Position: | How do you know them? |
| Email Address: | Contact Tel No: |
| Address: | |
| Do you give permission for COVEY to contact these referees post interview?  Please delete as appropriate - Yes / No. | |

1. **Declaration**

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| **Data Protection Statement**  The information provided by you on this form, and any supplementary forms / correspondence, will be used to assist with the process of recruiting. We keep completed application forms for 3 months, after which all information and correspondence will be deleted. If you are successful in your application, information provided may be used for HR records and payroll purposes.  By signing the declaration below, it is understood that you consent to the use of your personal information for the above purposes and in manner described.  I confirm that the information given on this application form and on any additional sheets submitted is, to the best of my knowledge, correct.  Signature: Date: |