**Application to Forth Valley Rape Crisis Centre**

**for the post of Finance Manager**

To be returned to: recruitment@forthvalleyrapecrisis.org.uk by 9am on 19th June 2023

|  |
| --- |
| **Section 1: Personal details** |
| Frist Name:  |  |
| Surname:  |  |
| Address:  |  |
| Telephone Number:  |  |
| Email Address:  |  |
| Do you need a work permit to work in the UK?  |  |

|  |
| --- |
| **Section 2: Qualifications and training****(only enter those qualifications and/or training necessary or relevant to the job)** |
| Qualification and/or training | Subject | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Section 3: Present employer** |
| Name & address of employer: | Date commenced employment: |
| Job title:  | Notice required: | Current salary: |
| Brief description of your main duties and responsibilities, with an emphasis, where possible, on those areas most relevant to the job applied for: |

|  |
| --- |
| **Section 4: Previous employment (list in order, with most recent employer first)** |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). |
| Dates | Name and address of employer | Job title and nature of work | Reason for leaving |
| FromDD/MM/YY | ToDD/MM/YY |
|   |  |  |  | . |
|  |  |  |  |  |
|  |  |  |   |   |
|  |  |  |  |  |
|  |  |  |   |  |

|  |
| --- |
| **Section 5: Relevant skills, experience and abilities** |
| **Please tell us why you have applied for this post?** |
|  |
| **With reference to the job description** **and person specification,** please outline how your work experience (including unpaid work) and your skills and abilities would enable to carry out the duties of this post. Please include any information which you feel is relevant. |
|  |

|  |
| --- |
| **Section 6: References** |
| FVRCC requires a minimum of 2 employment references to cover a three year period – if necessary, please provide further referees covering the last 3 years. Your referees should be your line manager / former line manager. If this is not possible please explain why. |
| **Reference 1: Current / most recent employer** |
| Name:  | Position:  | Tel no:  |
| Company name:  | Address:  |
| May we, with discretion, contact your employer to discuss this reference:No |
| **Reference 2: Previous employer / supervisor** |
| Name:  | Position:  | Tel no:  |
| Company name:  | Address:  |
| May we, with discretion, contact your previous employer to discuss this reference: |
| **Reference 3: Previous employer / supervisor** |
| Name:  | Position:  | Tel no:  |
| Company name:  | Address:  |
| May we, with discretion, contact your previous employer to discuss this reference: |

|  |
| --- |
| **Section 7: Interview arrangements and availability** |
| If you have a disability, please tell us if there are any adjustments we can make to help you in your application or with our recruitment process |
|  |
| Are there any dates when you will not be available for interview? |
|  |
| When can you start working for us? |
|  |

|  |
| --- |
| **Section 8: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.Signature:Date: |