##### *A black background with a black square Description automatically generated with medium confidence*

##### Application form: **Finance and Administration Coordinator**

## Closing Date: 11.59pm, 27th June 2025 Interviews: 15th/16th July 2025

Please ensure you have read the details below **before** you fill out this form.

**Please type your application in black. It is acceptable to retype this form to complete it on a word processor, but please follow the layout below as closely as possible (do not exceed the space guidelines indicated for each question). CVs on their own will not be accepted.**

**The personal details section on this page will not be seen by the selection panel.**

**Return your completed application form, saved as a PDF document, to:** [info@streetlevelphotoworks.org](mailto:info@streetlevelphotoworks.org) **using the subject header: Application for Finance and Admininstartion Coordinator.**

# PERSONAL DETAILS

**Surname First name/s**

**Home address**

**Telephone** **Email**

Do you require a work permit to work in the UK? If yes, please give details.   
(please note, SLP cannot sponsor a work visa)

**DECLARATION**

I declare that the information contained in this application is correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I consent to SLP checking any information I am unable to verify personally. I acknowledge and accept that my data will be stored securely in manual and automated records and will be processed solely by SLP in connection with the recruitment and equal opportunities monitoring and personnel records if I am the successful candidate. (In compliance with the General Data Protection Regulation, 2018)

Name:

Signed:

Date:

**CURRENT/MOST RECENT EMPLOYMENT**

**Name and address of employing organisation / projects:**

**Position held:**

**Start date:**

**Leaving date (if you have left):**

**Present / most recent salary:**

**Notice period (if applicable):**

**Your reason for seeking other employment (or for having left):**

**Please outline your role, your key responsibilities, and your key achievements in this post/project:**

**PAST EMPLOYMENT**

(if freelance please list up to 3 key past projects/clients in past 5 years)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | **Past employer (name and address)** | **Post/project title; your key responsibilities / achievements in this post.** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**EDUCATION, TRAINING AND PROFESSIONAL QUALIFICATIONS**

(please include details of any short courses or informal training, eg. placements)

(half side A4 maximum)

|  |  |  |
| --- | --- | --- |
| **School, university, other agency** | **Course studied/qualification obtained** | **Date** |
|  |  |  |
|  |  |  |
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|  |  |  |

**SUPPORTING STATEMENT**

**Referring to the Person Specification, please outline why you are applying for this job, and how your skills, experience, interests equip you for the post. We suggest you use short paragraphs or ‘bullet’ points. (one side A4 maximum).**

**REFERENCES**

Please give the details of two referees, one of whom should be your current or most recent employer. References will only be taken up if an offer of employment is being seriously considered.

**Please delete as applicable: I do / do not require you to ask my permission to contact my referees.**

**Name**

**Post / organisation**

**Address**

**Telephone**

**Email**

**How do you know the referee? Eg. employer, teacher, course leader**

**Name**

**Post / organisation**

**Address**

**Telephone**

**Email**

**How do you know the referee? Eg. employer, teacher, course leader**