**West Scotland Deaf Children’s Society**

**Application Form**

Please return completed applications to [admin@wsdcs.org.uk](mailto:admin@wsdcs.org.uk) by ……………… If you have any questions, please contact the office on 0141 243 2958 or the email above.

Title of position applied for: **Finance and Administration Officer**

**Section A – Contact Details**

Full Name:

Address:

………………………………………………………………………………………………….

…………………………………………………………………… Postcode: ………………

Contact telephone number…………………………………………………………………..

Email: …………………………………………………………………………………………..

Do you hold a full current driving licence? Yes No

Do you need a work permit for this post? Yes No

**Section B – Present or most recent employment**

Employer (Name and address):

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

Position held: …………………………………………… Period of notice: …………………………

Date left (if applicable) and if left, please provide reason for leaving:

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Please give details of your present duties:

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**Previous employment**

Please provide a full employment history. Start with most recent and, if necessary, use a separate sheet. Please include reasons for any gaps in employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, address and nature of business | Position held | Employment dates | Salary and benefits | Reason for leaving |
|  |  | From MM YY  To MM YY |  |  |
|  |  | From MM YY  To MM YY |  |  |
|  |  | From MM YY  To MM YY |  |  |
|  |  | From MM YY  To MM YY |  |  |
|  |  | From MM YY  To MM YY |  |  |
|  |  | From MM YY  To MM YY |  |  |

**Section C – Education**

Examinations passed and professional qualifications obtained with grades and dates including current studies if any:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/college/university/  professional body | Subject | Qualification e.g. Highers, degree, membership etc. | Grade | Date |
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**Section D – Experience**

The Job Description and Person Specification list the key skills and experience that are essential to the post. Please demonstrate how your experience meets each of these requirements, giving specific examples wherever possible. These examples can include experience gained either from work, home or in a voluntary capacity.

Your evidence should be clear and relate as closely as possible to the job description and person specification.

You may also include the reason you are applying for this post and details of any relevant training/education you may have.

Please continue on a separate sheet if necessary.

**Section E – References**

##### References

**Please give the names and addresses of two referees, one of whom must be your present/most recent employer (paid or voluntary work). Referees will not be contacted unless you are offered the post.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Current or last employer:** | | **Second Referee:** | |
| **Name of Person** |  | |  | |
| **Company** |  | |  | |
| **Job Title** |  | |  | |
| **Line-Manager (tick)** | **Yes** | **No** | **Yes** | **No** |
| **Address** |  | |  | |
| **Post Code** |  | |  | |
| **Email Address** |  | |  | |
| **Telephone** |  | |  | |
| **Mobile** |  | |  | |
| **Other** |  | |  | |

**Section F – Rehabilitation of Offenders Act 1974**

If the post for which you are applying involves regulated activity relating to children and/or vulnerable adults, it is exempt from the provisions of the above Act. Chartered/certified accountants are also exempt. For a full list of posts contained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, please refer to [www.gov.uk](http://www.gov.uk)

You are therefore not entitled to withhold any information about convictions you may have had including any ‘spent’ convictions. Any such information will be kept in strict confidence and used only in consideration of your suitability for the position for which you are applying. In the event of employment, any failure to disclose such convictions may result in disciplinary action or dismissal.

Do you have anything to disclose? Yes No

Details of offence and outcome

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**Section G – Declaration**

I declare that the particulars set out in this application are true in all respects.

Signature of applicant …………………………………………… Date………………………………….

Please return the completed form to [admin@wsdcs.org.uk](mailto:admin@wsdcs.org.uk)