**IN CONFIDENCE**

**THE INTER FAITH NETWORK FOR THE UNITED KINGDOM**

**APPLICATION FOR POST OF**

**FINANCE ASSISTANT**

**Please type or, if handwriting, write clearly in dark blue or black ink.**

**Please do not enclose a CV.**

**This application form must be returned as outlined at the end of this form**

 **with a hand signed formal cover letter.**

**Application deadline: 5pm on Monday 20 September 2021**

**1. PERSONAL DETAILS**

|  |
| --- |
| Surname:  |
| Preferred title: Ms, Miss, Mrs, Mr, Dr or other  |
| First Name(s): |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Home Tel No: Daytime Tel No: Email address: |

**2. HIGHER EDUCATION**

|  |
| --- |
| Description of degrees (or equivalent) taken, where taken, and result awarded (most recent first and earliest last) |
|  |

**3. SECONDARY EDUCATION**

|  |
| --- |
| Schools, colleges attended since age 16 with examinations taken and results awarded (most recent first and earliest last) |
|  |

**4. QUALIFICATIONS, SKILLS AND EXPERIENCE**

|  |
| --- |
| Please use the headings of the "Qualification, Skills and Experience" list in the person specification for this post, in the order they are given, to outline how you meet these criteria. (For computer skills, please indicate with which software packages you are familiar.) If you need more space please use an additional sheet. |

**5. PERSONAL QUALITIES**

|  |
| --- |
| Please use the headings of the "Personal Qualities" list in the person specification for this post, in the order they are given, to outline how you have demonstrated these qualities in any previous paid or voluntary work. If you need more space please use an additional sheet.  |

**6. PRESENT EMPLOYMENT**

|  |
| --- |
| Employer's name, postal address, phone number and email address |
|  |
| Present post held since: Salary: Title of post: Period of notice required: |
| Please give a brief description of your current duties and responsibilities: |

**7. PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROMmonth/year | TOmonth/year | EMPLOYER | POSITION | REASON FOR LEAVING |
|  |  |  |  |  |

**8. VOLUNTARY WORK**

|  |
| --- |
| Please give details of any relevant voluntary work which you have undertaken |

**9. PERSONAL**

|  |
| --- |
| Please explain your personal interest in this post and why you think you would be suitable for it. |

**10. LEISURE INTERESTS**

|  |
| --- |
| Please list your leisure interests. |

**11. ENTITLEMENT TO WORK IN THE UK**

|  |
| --- |
| I am entitled to work in the UK **Yes No**All candidates invited to interview will be asked to provide copies of the relevant documentation showing that they are entitled to work in the UK.  |

**12. EQUAL OPPORTUNITIES POLICY**

|  |
| --- |
| The Network aims to be an Equal Opportunities Employer and values the contributions which individuals from different backgrounds and with different life experiences can bring to its work.Do you have any disability which may require adjustments to be made to enable you to apply for the post, take part in the selection process or carry out the job as advertised?**Yes – (If yes, please give any relevant details)** |

**13. REFEREES**

|  |
| --- |
| Please give details of two people (not members of your family) who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). |
| (1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(2) Name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email address: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Connection with you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Connection with you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Do you have any objection to references being sought prior to interview if you are shortlisted? YES / NO |

|  |
| --- |
| Where did you learn of this vacancy? |

|  |
| --- |
| I confirm that the information given on this form is correct.Signature: Date: |

Please return this form **by 5pm on Monday 20 September 2021**, to Dr Harriet Crabtree OBE at ifnet@interfaith.org.uk. Please attach with your application a hand signed formal cover letter.