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**JOB APPLICATION FORM: -** **Finance Officer**

Please complete this form as fully as possible. This will be the only information we will use when deciding the shortlist of candidates for interview. The form should be completed clearly in black ink, or preferably typed. If you find that you have insufficient space to complete any sections in the space provided, please continue on a separate sheet of paper.

**On completion of this form, please return it by email to** [**recruitment@vauxhalllawcentre.org.uk**](mailto:recruitment@vauxhalllawcentre.org.uk)

**The closing date for applications is 12pm 13/08/2024**

**Interviews are due to take place 16/08/2024**

**APPLICATION FOR APPOINTMENT AS: Finance Officer**

**SECTION 1: Personal Details**

Surname: ­­­­­­­­

First Names:

Home Address:

Tel no: Mobile/home:

Work: May we contact you there?

Email address:

(Please provide we need to use this in connection with your application

**SECTION 2: References**

Please give below the names and addresses of two referees who will be able to provide references relating to your suitability for the post. One **must** be from your present or most recent employer/ education establishment. Your referees will not be approached before a conditional offer is made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Referee** | |  | **Second Referee** | |
| Name: | |  | Name: | |
| Position held: | |  | Position held: | |
| Address: | |  | Address: | |
|  | |  |  | |
|  | |  |  | |
| Tel: | |  | Tel: | |
| Email: | |  | Email: | |
| Present/most recent employer? |  |  | Present employer? |  |
| If no what is the relationship? |  |  | If no what is the relationship? |  |

**SECTION 3:**

**If applicable, what period of notice are you required to give?**

**SECTION 4: General**

Are you related to any member of the staff or Board Member of Vauxhall Law Centre?

No If Yes, please give details

**Do you hold any criminal convictions?**

No If Yes, please list all offences with dates:

**Do you have a disability and/or a medical condition that means that you have particular access needs which you would like us to take into consideration?**

Yes If yes, please give details

**SECTION 5: Education and Training**

Please list any education and/or training (including short courses), which you are relevant to your application.

|  |  |  |
| --- | --- | --- |
| **Dates**  **From – to** | **School/College/Other** | **Course/Qualification**  (Including yet to be completed if appropriate) |
|  |  |  |

**SECTION 6: Relevant work and life experiences**

This would include your current and previous employment, school placements, voluntary work and life experiences.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employment/voluntary work, etc.** | **Hours** |
| **From - to** |  | **Per week** |
|  |  |  |

**SECTION 7: Further Information**

On this section of the application form please make your case for being offered an interview. Please continue on other sheets if necessary providing no more than 2 additional A4 pages.

**Please refer to the skills and experience required that are detailed in the *person specification* for the post and, point by point, provide evidence that you possess them by giving specific examples.**

**SECTION 8: Declaration**

I declare that all the information given on this form is correct to the best of my knowledge.

Signature Date

**When completed please return to** [**recruitment@vauxhalllawcentre.org.uk**](mailto:recruitment@vauxhalllawcentre.org.uk)