



# Application Form

Please complete this form in **Black Ink** or **BLOCK CAPITALS**

Application Reference:
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Post applied for	<b>Finance Manager</b>
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**Personal Details** (please complete this section in **BLOCK CAPITALS**)

Surname		First Name	
Other names		Telephone/text phone/fax/mobile (Please indicate which)	
Address		Home	
		Work	
		Mobile	
		Email (Home)	
Post Code		Email (Work)	
NI Number		Do you have a full driving license?	Yes / No
Do you need a work permit to work in the UK?	Yes / No	If YES give details, include any endorsements e.g. car, HGV	
Are you able to travel if the job requires it?	Yes / No		
Would you have the use of a car for work?	Yes / No		

**Education, qualifications and training**

**Please note:** Where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

Schools Attended (Secondary Onwards)	Dates From	To	Qualifications attained (including grades)
Colleges / Universities Attended	Dates From	To	Subjects taken/Qualifications attained
Other relevant qualifications, training or courses	Place of study		Dates

Please add a separate sheet if you wish

<b>Employment History</b>		
<b>CURRENT EMPLOYER (or recent past employer)</b>		
Employer's Name		
Type of Business		Main duties and responsibilities
Address		
Post Code		
Position held		
Current Salary		
Date Appointed		
Reason for leaving		
Notice required		
Date left		
Pre booked Holiday dates		
<b>Previous Posts (most recent first)</b>		
Employer		Main duties and responsibilities
Address		
Position held		
Date started		
Date left		
Reason for leaving		
Employer		Main duties and responsibilities
Address		
Position held		
Date started		
Date left		
Reason for leaving		

Employer	Date from	Date to	Job title

**Leisure**

Please note your leisure interests, sports, hobbies and other pastimes etc. including positions of responsibility held.

**Attendance, Reliability and Punctuality**

Please give details of your lateness and attendance records over the last 12 months.

**Additional information**

Do you have an unspent criminal conviction?  
(If yes, please give brief details below)

Yes / No

**Please note:** If the post for which you have applied is exempt from the provisions of the Rehabilitation of Offenders Act, you will be required to complete a separate form.

## Personal Statement

Please explain why you are applying for this post and provide details of what previous experience / qualifications you possess. Refer to the job description and person specification and attach a separate sheet if necessary.

References
<p>Please provide two employment references, one of these should be from your current or most recent employer and both should be from people who are able to comment on your conduct and behaviour at work and know you in a professional capacity (i.e. either as your manager, supervisor or client).</p> <p>If you are unable to provide employment references (e.g. you are a school leaver) please provide two alternatives (e.g. academic or personal).</p> <p>References may be taken up before interview, please indicate whether this is acceptable by ticking the relevant box below.</p>

Current or most recent employer		Second reference	
Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Email		Email	
May we contact this referee if you are shortlisted?	Yes / No	May we contact this referee if you are shortlisted?	Yes / No

Are you connected to a business that trades with Carers Together? (If YES, please state relationship and business name)	Yes / No
Are you related to, or a partner of, a Carers Together committee member or employee? (If YES, please state the name, relationship and is an employee, their job title)	Yes / No

Declaration	
<p>I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post.</p> <p>If I am appointed, I hereby explicitly consent to Carers Together holding my personal details within a manual or electronic filing system <i>in accordance with the GDPR 2018</i>.</p>	
Signature	Date

**Please sign and return this completed form to:**  
 Carers Together 9 Love Lane, Romsey SO51 8DE  
 Email: [infor@carerstgether.org.uk](mailto:infor@carerstgether.org.uk)



## Equal Opportunities Monitoring Information

**PLEASE NOTE: THIS WILL BE SEPARATED FROM YOUR APPLICATION FORM PRIOR TO SHORTLISTING**

**Confidential** Please complete in black ink and return with your completed application form.

In accordance with Carers Together equal opportunities policy, the organisation will select new employees on job-related criteria only - that is, the ability to meet the criteria of the job as outlined in the person specification.

The questions below will help the organisation monitor the effectiveness of its equal opportunities policy and to address areas of under-representation. The information you supply on this form will be used for statistical purposes. It will be detached from the application form prior to shortlisting. Please complete all questions by ticking the appropriate response or entering the information requested.

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Full name	
Post applied for	

How did you hear about this vacancy?	
Advertisement in newspaper (Please specify)	
Job Centre	
Employment agency (Please specify)	
Friend / Relative / Colleague (Please specify)	
Internal advert through the Organisation	
Carers Together Website	
Facebook Advert	
Other (Please specify)	

Title (Mr, Mrs, Miss, etc)		Age		Date of Birth	
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Marital Status	Single	Married	Partnership	Other
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Please indicate how you prefer to describe your ethnic origin.

Note: These are categories recommended by the Commission for Racial Equality

Bangladeshi	
Black African	
Black Caribbean	
Black other (Please specify)	
Chinese	
Indian	
Irish	
Pakistani	
White	
Other (Please specify)	

I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post.

If I am appointed, I hereby explicitly consent to Carers Together holding my personal details within a manual or electronic filing system in accordance with the GDPR 2018.

For employment purposes, you are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a substantial and long term negative effect on your ability to do normal daily activities.

For employment purposes, are you disabled?	Yes / No
If Yes, please state the nature of your disability	

If you have any medical conditions that may have a substantial and/or long-term adverse effect on your ability to carry out the normal day-to-day activities of the job, please let us know so we can make reasonable adjustments. (see Job Description and Person Spec)

Signature		Date	
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**Please sign and return this completed form to:**  
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Email: [info@carerstgether.org.uk](mailto:info@carerstgether.org.uk)