Finance and Funding Admin

Application Form

Please complete this form in full and use additional sheets if necessary.

Where did you see this job advertised?

Position applied for:

Finance and Funding Administrator

# Personal Details

|  |  |  |
| --- | --- | --- |
| Title: | First name(s): | Surname: |
| Current Address:  Postcode: | | Previous Surname: |
| National Insurance Number: |
| Date moved into this address: | | Home telephone number: |
| Email address: | | Mobile Telephone number |
| Applicants must have right of abode in the UK (meaning you’re allowed to live or work in the UK without any immigration restrictions). Do you have right of abode in the UK (answer YES or NO): | | |

Current Employment (if applicable)

|  |  |
| --- | --- |
| Name of current / last employer: | |
| Start date: | End date: |
| Title/description of your current job and key responsibilities: | |
| Current / final salary: | |
| What period of notice are you required to give to your present employer? | |
| Reason for wishing to leave: | |

Previous Employment

Please list your full employment history and explain any breaks in employment and how this time was spent. Add rows or continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start date | End date | Job title and key responsibilities | Name of employer | Reason for leaving |
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# Education and Qualifications

Please start with your most recent qualifications

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| --- | --- | --- | --- |
| Date gained | Subject | Qualification and grade | Awarding institution |
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# Training

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| --- | --- | --- |
| Date | Topic Covered | Training Provider |
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Suitability and experience

Please write a statement explaining your interest in the current post. Please also set out your suitability for the post, including previous experience you see as relevant, and giving examples of how you meet the criteria in the person specification. You may continue on one additional sheet if necessary.

# Referees

Please give the names and addresses of two referees who know you well. One of these must be your current or last employer. We cannot accept any references from family members.

Can we contact these referees prior to interview? (please answer YES or NO)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | Telephone number | Email address | Role / Relationship to you |
|  |  |  |  |
|  |  |  |  |

# Additional Information

Please give below any further information that is relevant to your application, eg: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

Please read and sign

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete.

I understand that if any of the information I have given is found to be false or misleading, the Good Shepherd Mission can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

Signed Date

How to return your application

* *Either,* Email completed electronic applications with the subject   
  ‘Finance Adminstrator application’ [to jenny.bollans@goodshepherdmission.org.uk](mailto:jenny.bollans@goodshepherdmission.org.uk)
* *Or,* please post your application to   
  Finance Administrator Application

Good Shepherd Mission 17 Three Colts Lane London

E2 6JL

Application closing date:

**1st April 2022**

# Equal Opportunities Monitoring

It is the Mission’s policy to monitor all applications to help ensure recruitment procedures meet our equal opportunities policy and our obligations under the various Acts of Parliament and related codes of practice concerned with race relations, sex discrimination and the employment of disabled people. The form is separated from the application and is used for monitoring purposes only.

## NAME:

**POSITION APPLIED FOR:** Youth Leader

**GENDER:** Male

Female

**AGE:** (please state)

## ETHNIC ORIGIN:

I would describe myself as

(please identify the one which best describes you):

**White** English Welsh Scottish

Northern Irish Irish

Other white background

**Mixed/multiple ethnic groups** White and Black Caribbean White and Black African

White and Asian

Any other mixed background

## Asian/Asian British

Indian Pakistani Bangladeshi  
Chinese

Any other Asian background

## Black/ African/ Caribbean/ Black British

African Caribbean

Any other Black/African/Caribbean background Black, Black Scottish or Black British

## Other ethnic group

Arab

Any other ethnic group

## Prefer not to say

**DISABILITY:**

Do you consider yourself to have a disability as

defined by the Disability Discrimination Act (1995? YES NO

Please indicate the nature of your disability and outline any adjustments to the work place you may need to assist you for the purpose of (a) the interview, (b) the job.

# Privacy Statement

At Good Shepherd Mission we take your privacy seriously and will only use your personal information to administer your application for employment. Please refer to our Privacy Policy https://[www.goodshepherdmission.org.uk/cookies-privacy/](http://www.goodshepherdmission.org.uk/cookies-privacy/) for further information.

## CONSENT:

I consent to my personal data, as detailed above, being held and used for the purposes stated.

Signed Date