**Application Form**

1. **Position applied for:**

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| **Job Title: FINANCE AND OPERATIONS MANAGER** |
| **Closing Date: 21ST NOVEMBER 2022 5pm** |
| **How did you hear of this vacancy?** |

1. **Your Details**

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| --- |
| **Last Name:**  |
| **First Name:**  |
| **Your home address:**  |
| **Post Code:** |
| Contact: |
| **Home phone number:** |  |
| **Work phone number:**  |  |
| **Mobile phone number:**  |  |
| **Email address:**  |  |
| Please indicate your preferred method of contact:  |
| **Are you eligible to work in the UK?** |
| Driving: |
| **Do you have a full current driving licence?** |
| **Do you have a vehicle available for work?** |

1. **Present Employment**

*If you are currently unemployed, please leave blank.*

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| **Job Title:** |
| **Basic Pay / Grade:**  |
| **Date Started:**  |
| **Period of notice required:**  |
| **Employer Name:**  |
| **Employer Address:**  |
| **Postcode:**  |
| **Brief outline of duties and responsibilities:**  |
| Continue on a separate sheet if necessary, placing your initials and job title at the top. |

1. **Employment History**

Please list all previous jobs including any with your present employer. Start with the most recent.

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| **Job Title:**  |
| **Employer’s Name:**  |
| **Address:**  |
| **Postcode:**  |
| **Brief outline of duties:** |
| **Date started:**  |
| **Date left:**  |
| **Reason for leaving:** |
| **Job Title:**  |
| **Employer’s Name:**  |
| **Address:**  |
| **Postcode:**  |
| **Brief outline of duties:** |
| **Date started:**  |
| **Date left:** |
| **Reason for leaving:**  |
| Continue on a separate sheet if necessary, placing your initials and job title at the top. |

1. **Employment References**

Please give details of two references. One must be from your last or current employer. We will only contact references from successful applicants. References from family and friends are not acceptable.

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| --- | --- | --- |
|  | 1st Referee | 2nd Referee |
| Name: |  |  |
| Position: |  |  |
| Company: |  |  |
| Email: |  |  |
| Telephone Number: |  |  |
| Working Relationship to candidate? |  |  |

1. **Education**

Please list any secondary, further or higher education qualifications achieved.

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| **Qualification** | **Grade Obtained** |
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1. **Training**

Please include details of any training you have undertaken, that is relevant to the position for which you are applying. Continue on a separate sheet if necessary.

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| **Training** | **Date** |
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Please list any membership of professional bodies:

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| --- | --- |
| **Professional Body** | **Membership ID** |
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1. **Experience and Skills**

Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. Try to relate the information to the job description and person specification for the position you are applying for. Continue on a separate sheet if necessary. Max 1500 words.

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1. **Declaration**

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the possible termination of any contract or the withdrawal of an employment offer. I also hereby give my explicit consent to the processing of data.

Signed Date

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When you sign and return this form, you are giving Active Humber permission to process and hold on computer, any information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.

This information will also be held on your personal file if you are appointed.

The data may be used by Active Humber for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

Shortlisted applicants that complete documents electronically will be asked to sign this declaration at interview.

Please return applications to: recruitment@activehumber.co.uk

or for postal applications: David Gent, Active Humber, PO Box 35, Withernsea, HU19 2WS