## CONFIDENTIAL

Please complete this form in block capitals and in black ink.

|  |
| --- |
| Application for the post of**: Finance Officer** |

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

# PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Title: | Forenames: | |
| Surname: | | |
| Address: | | |
|  | | |
|  | | |
|  | |  |
| Tel no (day): | | Tel no (eve): |
| Email: | | |

Do you require a work permit? YES/NO If yes, do you hold a current permit? YES/NO

May we, with discretion, telephone you at work? YES/NO

# EDUCATION QUALIFICATIONS (Secondary/Further)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Qualifications obtained | Subject | Grade | Date |
|  |  |  |  |  |

# HIGHER EDUCATION/PROFESSIONAL QUALIFICATIONS

Include those currently being studied

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| College/University etc | Qualification  obtained | Subject | Grade | Date |
|  |  |  |  |  |

# COMPUTER LITERACY

If you have experience of working with computers please provide details in the table below:

|  |  |  |
| --- | --- | --- |
| **Type of software** | **Do you use the software at home or work?** | **Frequency of use** |
| *e.g. Outlook* | *Work* | *Daily* |
| *e.g. Picture Manager* | *Home & Work* | *Occasionally* |
|  |  |  |
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Do you have experience of using the internet? Yes / No

If Yes, how often do you use the internet? Frequently / Occasionally

Do you have experience of using a company intranet? Yes / No

Please tell us about any IT qualifications / training courses you have attended in the space below *e.g. ECDL*

|  |
| --- |
|  |

# TRAINING COURSES/CURRENT SKILLS

Detail any relevant current skills/training you have received.

|  |
| --- |
|  |

Do you hold a current driving licence? YES/NO

# MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Detail below membership of any technical or professional bodies or societies

|  |
| --- |
|  |

# PRESENT EMPLOYMENT

|  |  |  |
| --- | --- | --- |
| Company name & address: | | |
|  | | |
|  | | |
| Post code: | Tel no: | |
| Position held: | | |
| Date of appointment: | | |
| Outline of present duties: | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
| Current salary: | | Period of notice required: |

# PREVIOUS EMPLOYMENT (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name & address | Job title & main duties | Date  started | Date  finished |
|  |  |  |  |

# REFEREES

Please give the names and addresses of three referees; these should be present/previous employers. They will not be contacted without consulting you first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name & address | Job Title | Tel no. | Email |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I confirm that to the best of my knowledge the information I have provided is true and correct

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this application form to Hannah Andrews at the address below or via e-mail to [jobapps@devonwildlifetrust.org](mailto:jobapps@devonwildlifetrust.org) together with a covering letter no longer than two sides of A4 paper which you should use to demonstrate how you meet the requirements of experience, knowledge and skill as set out in the job application pack. You may also include a CV but the application form must be completed in full. Please mark your envelope ‘private’.

Please note that we can only accept applications in Microsoft Word or PDF format.

**The deadline for receipt of this application is Tuesday 21 August at midnight.**