

**Post applied for:** Finance Manager

Market Road, Canton, Cardiff CF5 1QE

Please return completed applications to: Sharon.stone@chapter.org

**The information you give on this form is used to select candidates for interview and is the basis of the interview itself. Please complete the form as fully as possible, continuing on separate sheets if necessary. Do NOT include a CV or any other documents, eg certificates, references, examples of your work, etc, with your application. The Personal Statement is the section we will pay most attention to, and in it you should tell us how your skills and experience make you a good candidate for the post, using the criteria in the person specification.**

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME** |  | **OTHER NAMES** |  |
| **ADDRESS** |  |  |  |
| **POSTCODE** |  | **EMAIL** |  |
| **PHONE** |  | **MOBILE** |  |

Are there any restrictions on you taking up employment in the UK? **YES/NO**

If yes, please provide details.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL/COLLEGE** | **COURSE TAKEN** | **DATES** | **QUALIFICATIONS GAINED** |
|  |  |  |  |

**TRAINING**

|  |  |
| --- | --- |
| **DATES** | **QUALIFICATION** |
|  |  |

**EMPLOYMENT HISTORY**

Please complete in full and continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FROM** | **TO** | **NAME & ADDRESS OF EMPLOYER** | **JOB TITLE & DUTIES** | **PAY RATE** |
|  |  |  |  |  |

Period of notice required (if applicable): Do you speak Welsh? **YES/NO**

|  |
| --- |
| Other relevant experience, eg unwaged, voluntary work, family care, study, etc: |

**OTHER EMPLOYMENT**

|  |
| --- |
| Please give details of any other employment you would continue with if you were to be successful in obtaining this post: |

**PERSONAL STATEMENT**

Please explain why you would be suitable for the post, giving examples of the qualities and experience you will bring to it. Use the criteria on the person specification to structure your statement.

|  |
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|  |

**CRIMINAL RECORD**

Please give details of any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

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|  |

**REFERENCES**

Please supply the names and contact details of two referees, wherever possible including your current or most recent employer. Referees will normally only be contacted following interview.

|  |  |  |
| --- | --- | --- |
|  | **1.** | **2.** |
| **NAME** |  |  |
| **POSITION** |  |  |
| **ADDRESS** |  |  |
| **POSTCODE** |  |  |
| **PHONE** |  |  |

**INTERVIEW DATES & DECLARATION**

Please give any dates in the next 4 weeks when you would NOT be available for interview:

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that should I be successful in this application I will, if required, apply to the Criminal Records Bureau for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signed: Date:

**Data Protection**

Chapter will always treat your personal details with care. All personal data that you choose to provide us with will be held securely and only ever used with your full permission.  The information you provide on this form will only be used for the purpose of this recruitment, will be kept for a maximum of three months and will then be securely destroyed.

To read our full privacy statement, visit chapter.org/privacy.

Updated April 2018