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**APPLICATION FOR EMPLOYMENT**

Position applied for: Finance Officer

Please read the job description and person specification carefully before completing all sections of the form, if you need to use additional sheets please mark them clearly with your name and to which question the answer relates. CV's will not be accepted.

The short-listing panel will only be shown pages 3-5 of this form and any additional sheets.

All applications to be submitted electronically by 12 noon on 14th January 2019 to;

Rebecca Hobbs, [rebecca@ndcwales.co.uk](mailto:rebecca@ndcwales.co.uk)

**Personal Details**

Title:

Full Name:

Address:

Postcode:

E-mail:

Contact no.:

Date of Birth:

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer (who has employed you within the last five years)

Name: Name:

Position: Position:

Address: Address:

Postcode: Postcode:

Contact no. (Day): Contact no. (Day):

E-mail:  E-mail:

Relationship to you: Relationship to you:

**Advertising Monitoring**

How did you find out about this post?

**Declaration**

I certify that the information given on this and all other forms/sheets is correct to the best of my knowledge. I also understand that should I be appointed and then any part of my application is subsequently found to be untrue, my employment may be terminated.

Signature of applicant:

Date:

**Current Employment Details**

Company Name:

Address:

Postcode:

Contact number:

Nature of Business:

Current job title:

Start date:

Present salary/wage:

Notice Required:

Briefly describe your role and responsibilities:

**Employment History (including any voluntary or unpaid work** **which you feel is relevant)**

Detail your previous employment, commencing with your last employer (not current).

|  |  |  |  |
| --- | --- | --- | --- |
| Length of Service | Name & Address | Job Title | Reason for leaving |
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**Education History and Qualifications**

Starting with the most recent, please give details of colleges or universities and secondary schools attended, including qualifications gained. Please include any current studies.

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**Training History**

Please detail training courses attended during the past five years, whether organised or sponsored by your employer or attended in a personal capacity.

|  |  |  |
| --- | --- | --- |
| Training organisation or name of trainer | Title and brief description of course | Duration |
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**Other information** (Please delete as necessary)

a) Are you a Welsh speaker? NO

b) Have you been convicted of any criminal offences

which are not yet 'spent' under the Rehabilitation

of Offenders Act 1974? NO

If YES please give details……………………………………………………………………………………

**Please outline your interests and hobbies:**

**Further information in support of your application**

This section enables you to give us more detailed information in support of your application, including why you have applied for this particular post, what specific qualities you would bring to the post and the organisation. Please refer to the job description and person specification and continue on additional sheets if required. Failure to complete this section will result in the application being automatically rejected.