



FOR OFFICE USE ONLY	
Application No	
Date Rcd	
Date of interview.....	
Shortlisted	YES/NO
Appointed	YES/NO

CONFIDENTIAL

THIS APPLICATION FORM SHOULD BE COMPLETED IN FULL.

APPLICATIONS SUBMITTED IN THE FORM OF A CV WILL NOT BE CONSIDERED

Post Applied For: Finance Administrator 2024	Ref: FA/2024
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PERSONAL DETAILS

Family Name (Block Letters)	Initials	National Insurance No:
Address (Block Letters)	Telephone numbers	Do you hold a current UK driving Licence? YES/NO
	Home Business	
Post Code		
Email address		
Do you have any special requirements the Council needs to consider if you are shortlisted for interview?		

EDUCATION

Types of Education i.e. Secondary School/College/University You do not need to state the name of the actual establishment	Dates		Qualifications Gained (State Level)	Grades	Date
	From	To			

TRAINING: VOCATIONAL AND OCCUPATIONAL QUALIFICATIONS RELEVANT TO THE POST
 (PROFESSIONAL QUALIFICATIONS, GNVQ, NVQ, AND NON QUALIFICATION COURSES)

Professional/Organising Body	Course Details	Dates	
		From	To

Have you served an apprenticeship or modern apprenticeship YES/NO
 If Yes please state details _____

IF CALLED FOR INTERVIEW, PLEASE BRING QUALIFICATIONS AND CERTIFICATES WITH YOU

PRESENT EMPLOYER

Name and Address Telephone No	Nature of Business
	Present Salary (with grade if possible)
	Other benefits
Job Title	Responsible To
Date of Appointment	
Notice Required	
Brief description of Duties	

PREVIOUS EMPLOYMENT

Employer	Job Title	Grade/ Salary	Dates	
			From	To

Please state reasons for any gaps between jobs e.g. unemployment, study, childcare etc.

DETAILS OF RELEVANT EXPERIENCE AND OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

This may include paid/unpaid employment, for instance, experience in voluntary community work. Candidates are only shortlisted on the basis of the criteria detailed in the Personnel Specification for this post. Please use this space to show us that you have the skills, knowledge and experience required for this post (continue on additional sheets if necessary).

REFEREES (one of whom must be your most recent employer)

May we contact your present employer prior to the interview?		YES/NO
(Referee a) should be a relevant referee from your present employment or immediate past employment if not employed)		
a) Name	b) Name	
Position held by referee	Position held by referee	
Address	Address	
Telephone	Telephone	

DECLARATION OF RELATIONSHIP

Are you related to a Councillor or Senior Officer in the Council? If so please give details.
(A candidate who fails to disclose a relationship will be disqualified and, if appointed, will be liable to dismissal)

Canvassing will disqualify

I declare that the particulars given above are true to the best of my knowledge.

Signature Date