|  |  |
| --- | --- |
| Application Form |  |

|  |
| --- |
| **Please note that CVs will not be accepted**. |

|  |  |
| --- | --- |
| **Post applied for** | **Finance Officer** |

**1. Personal Details**

|  |  |
| --- | --- |
| **Last Name** |  |
|  |  |
| **First Name(s)** |  |
|  |  |
| **Address** |  |
|  |  |
| **Home Phone** |  |
|  |  |
| **Mobile Phone** |  |
|  |  |
| **Email Address** |  |

**2. References**

Please give the name and address of two referees, one of whom should be your current or most recent employer. References will **only** be requested if you are shortlisted for interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  |  |  |
|  |  |  |  |  |
| **Job Title** |  |  |  |  |
|  |  |  |  |  |
| **Address** |  |  |  |  |
|  |  |  |  |  |
| **Telephone** |  |  |  |  |
|  |  |  |  |  |
| **Email** |  |  |  |  |

**3. Other relevant information**

**a. Access requirements for interview**

Our centre has step-free access from Hurst Street and our meeting rooms and toilets are accessible.

If you have any further access requirements, please write them here.

**b. Starting date**

If offered the job, when could you start?

|  |
| --- |
|  |

**c. Criminal convictions**

Do you have any unspent criminal convictions or official police cautions?

YES / NO

Any offer of employment is subject to obtaining a satisfactory enhanced report from the Disclosure and Barring Service (DBS).

**4. Your Education and Training**

Please give details and dates of any relevant educational attainments *(including formal education, short courses etc.),* starting with the most recent. Add rows to this table as required.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Institution or organisation** | **Qualifications and/or course title** |
|  |  |  |

**5. Your Work History**

Please provide details of your work history in the last ten years, including unpaid or voluntary work relevant to the position for which you are applying. Start with your current or most recent job. Add rows to this table as required.

|  |  |  |
| --- | --- | --- |
| Name and address of organisation | Job title with dates | Brief description of duties and reason for leaving |
|  |  |  |

**6. Supporting Information**

Using the Person Specification section of the Job Description as a guide, please tell us how your skills and experience meet the requirements of this post. Please add rows to this table as required.

**7. Declaration**

To the best of your knowledge, do you know, or are you related to any member of staff or Trustee of Birmingham LGBT? Click on the box next to your answer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  | **NO** |  | **Unsure** |

|  |  |
| --- | --- |
| **If ‘YES’, who?** |  |

**I declare that the information provided on this form is correct.**

|  |  |  |
| --- | --- | --- |
| **Signed:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Date:** |  |  |

**Please return to:**

**recruitment@blgbt.org**