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| **Head of Finance – Application Form**  **Please ensure this application is completed in full and returned to** [**join-us@cambridgelivetrust.co.uk**](mailto:join-us@cambridgelivetrust.co.uk) **no later than 10am on Monday 30th January 2017.**  **By submitting this form you are declaring that it has been filled out  correctly to the very best of your knowledge.** |

**Personal Details**

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Post Code: |  |
|  | |
| Daytime tel number: |  |
| Mobile number: |  |
| Email address: |  |
| Which is your preferred contact number? |  |

**Current Employment**

|  |  |  |
| --- | --- | --- |
| Employer | Position Held | Brief summary of key duties, responsibilities, achievements |
|  |  |  |
| Date started: |  |
| Date ended (if applicable): |  |
| Salary: |  |
| Reason for leaving: |  |
| Notice period: |  |

**Previous Employment**

If there are any gaps in your employment history, please explain why.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates of employment (from – to) | Employer | Position Held | Brief summary of key duties and responsibilities |
|  |  |  |  |

**Education & Training**

|  |  |
| --- | --- |
| Dates of training | Qualification obtained (or name of training course) |
|  |  |

**Referees**

Please provide details of two professional referees.

|  |  |
| --- | --- |
| **Referee 1** | |
| Name of referee: |  |
| Address: |  |
| Postcode: |  |
| Tel number: |  |
| Email address: |  |
| Relationship to applicant: |  |
| Do we have permission to contact this referee prior to interview? | Y/N – delete as appropriate |
|  | |
| **Referee 2** | |
| Name of referee: |  |
| Address: |  |
| Postcode: |  |
| Tel number: |  |
| Email address: |  |
| Relationship to applicant: |  |
| Do we have permission to contact this referee prior to interview? | Y/N – delete as appropriate |

**Personal Statement**

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| **Why are you applying for this post?**  Please outline below your reasons for applying for this role and why you think you are a suitable candidate, addressing all information contained in the person specification:  Please keep this section to no more than 2 sides of A4. |
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