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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** **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.

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| **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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