# APT's Logo last

Building Livelihoods, Transforming Lives

*Registered Charity No. 290836*

# 

# Application Form for the position of

# Finance and Business Manager

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| --- | --- | --- | --- | --- | --- |
| Where did you find out about this vacancy? | |  | | | |
| Surname: |  | Forename(s): | |  | |
| Address: |  | E-mail: |  | | |
|  | | Telephone: Home: | | |  |
|  | | Mobile: | | |  |

**Education, qualifications and training**

Please give details of secondary school/college/university attended, dates and qualifications gained. Provide details of training courses you have attended that are relevant to the skills, knowledge or experience required for this post (most recent first).

|  |  |  |
| --- | --- | --- |
| Educational establishment / Training provider | Qualifications gained / Training attended | Dates |
|  |  |  |

**Professional Memberships**

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| Are you a member of a professional body or other organisation(s) relevant to the post / job?  Yes  No |
| If ‘Yes’, please provide details here (including level of membership): |

**Previous employment** (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name | Position held, main duties and reason for leaving | Dates  From To | |
|  |  |  |  |

**Competencies and experience**

Please describe the competencies, knowledge and experience which you will bring to this job.

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**Further Information in support of your application**

Please explain why you are excited by this opportunity and why you feel you are the right person for the job.

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**Disability**

Do you consider yourself to have a disability Yes  No

If yes, please state if any assistance is required during the recruitment process.

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**Disclosure of Conviction(s)**

#### Do you have any unspent criminal convictions? Yes No

#### If yes please give details: (declaration subject to the Rehabilitation of Offenders Act 1974)

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**References**

Please give the details of two referees (one of whom must be your current or most recent employer), and the capacity in which they know you. (family and relatives cannot provide references)

|  |  |
| --- | --- |
| *Reference 1* | *Reference 2* |
| Name: | Name: |
| Address: | Address: |
| Telephone No: | Telephone No: |
| E-mail: | E-Mail: |
| Capacity in which known: | Capacity in which known: |

|  |  |
| --- | --- |
| Note:Referees will not be contacted until an offer of employment is made   |  | | --- | | What is your current notice period? | |

*Completed applications should be e-mailed to* ***alex.daniels@aptuk.org.uk*** *(in Word or Rich Text Format) or posted to: APT Action on Poverty, Nicholas House, Heath Park,*

*Main Road, Cropthorne, Pershore WR10 3NE*

Deadline for receipt of applications: 6th March 2022