

**Application Form for the post of:**

**Financial Controller / Charity Secretary**

|  |
| --- |
| **Personal Details****Full Name: ……………………………………………………………****Address………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………****Contact Telephone Number(s):…………………………………………………………….****Email address:……………………………………………………………………………………..** |
| **Education: (please list from secondary school onwards starting with the oldest date)**

|  |  |
| --- | --- |
| School / College / University | From / To |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

 |
| **Qualifications: (please list all educational qualifications e.g. GCSE / A Level / Degree)**

|  |  |  |
| --- | --- | --- |
| Subject | Level | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Professional Qualifications: (please list all professional qualifications e.g. ACA; CIPFA)** |
| Subject | Level | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| **Membership of Professional Bodies:**

|  |
| --- |
|  |
|  |
|  |

 |
| **Employment History: (Please start with the most recent post)**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Role** | **Date: From / To** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 |
| **Referees: please provide two referees one of whom should be your current or last employer. We will not contact your referees without your permission.**

|  |  |  |
| --- | --- | --- |
| Name | Organisation / Contact details (address; phone no; email address.) | Relationship to you |
|  |  |  |
|  |  |  |
| **Interests and Hobbies:** |
|  |
| **Personal Statement** Please use this space to tell us why you want the job, what you think you can bring to the Charity and how your qualifications and experience makes you a suitable applicant. Please continue on a separate sheet if necessary. |
| The City of Wells Almshouses (CWA) is a Data Controller under the General Data Protection Regulations (GDPR). CWA is committed to protecting the rights of individuals in line with the GDPR. The information on this form has been requested in order to assess your suitability to be employed by the City of Wells Almshouses. CWA have a legitimate interest to do so. If you do not become an employee with CWA this application form will be retained for one year after the date of the decision. If you become an employee this form will be kept on file for six years after your employment ends. Under data protection legislation, you have the right to request access to information that CWA hold about you. You also have the right to object to processing of personal data and to have inaccurate data rectified, blocked, erased or destroyed. You also have the right to make a complaint. If you would like to do so please write to the Chief Executive. Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Please submit your application by email to: ceo@wellsalmshouses.org.uk or by post to: The Chief Executive, City of Wells Almshouses, 4 Bubwith Almshouse, Wells, BA5 2QE Please mark the envelope ‘Private and Confidential’.  |

 |