

FINANCE MANAGER APPLICATION FORM

1. Personal Information

Title:	Forename(s):	Surname:
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Known as:

Any previous names by which you have been known:

Date of Birth:

Home Address:

Postcode:

Daytime Tel No:	Mobile Tel No:	Evening Tel No:
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Email Address:

2. Education, Training & Qualifications Information

Please give details of any relevant training and qualifications which you feel equip you for the role of Church Finance Manager. Please include dates.

3. Employment & Voluntary Work Experience

Please provide a full history (with dates wherever possible) of any previous experience of similar work undertaken, whether paid or voluntary.

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4. Church Involvement
Please provide a full history (with dates wherever possible) of your church involvement (current and previous).

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5. Why do you want to work as Finance Manager at St Stephen's?
Please tell us why you wish to be considered for this role.

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6. Health Information
Please provide information about any disability or health issue that we should be aware of in order that we can identify what support or reasonable adjustments we can provide for you to undertake your duties safely.

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7. References

At least 2 references will be sought using the information provided at sections 3 & 4 above. Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:	Telephone No:
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Address (including postcode):	Email Address:
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In what capacity do you know this person?

Name:	Telephone No:
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Address (including postcode):	Email Address:
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In what capacity do you know this person?

8. Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my termination of my role.

I understand that any offer of appointment to a paid position is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the role description.

I understand that if I am appointed to a paid position there will be a settling in period and that I will be expected to complete an induction programme and undertake relevant safeguarding training.

Signed:	Print Name:
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Date:
