

**Confidential**

Application for the post of:

**Senior Finance Officer**

*Please complete all sections of the form below, and send your application form as a Word document to* [*dbowdery@idpc.net*](mailto:dbowdery@idpc.net)*, no later than 11pm (UK Time) on Monday 15th August 2022.*

|  |  |
| --- | --- |
| Last/family name: | First name(s): |
| Address *(including postcode and country)*: | |
| Home telephone: | Work telephone: |
| Mobile telephone: | Email address: |

**1. Education** (*please state most recent first)*

|  |  |  |
| --- | --- | --- |
| **School, college or university** | **Dates attended** | **Qualifications obtained** |
|  |  |  |

*Please note: you will be required to produce certificates, or proof of achievement, to validate your qualifications*

**2. Professional Qualifications**

|  |  |
| --- | --- |
| **Awarding body/institution** | **Qualifications obtained** |
|  |  |

**3. Work Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **Present / most recent employer** | **Dates** | **Position held, and brief outline of duties and key achievements** | |
|  |  |  | |
| **Reason for leaving:** | | **Salary:** | **Other benefits:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employer(s)** | **Dates** | **Position held, and brief outline of duties and key achievements** | **Reason for leaving:** |
|  |  |  |  |

**4. Skills and Experience**

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| --- |
| **Please outline your experience and suitability to the role with regards to day-to-day financial management and accounting (400 words maximum)** |
|  |
| **Please outline your experience and suitability to the role with regards to managing organisational audits (400 words maximum)** |
|  |
| **Please provide additional information that demonstrates why you are suitable for this specific position, and what you will bring to the IDPC team (400 word maximum)** |
|  |

**5. Employment Status**

|  |
| --- |
| Are you able to work without a visa in the UK? |
| If NO, do you have a visa allowing you the unrestricted right to work in the UK? Please provide details: |

*Note: We will need to see originals of relevant documentation prior to appointment. If you do not have the right to live and work in the UK, we will be unable to consider you for this position.*

**6. Referees**

|  |  |
| --- | --- |
| **First referee**  *(Current or most recent employer)*  Name:  Position:  Organisation: | **Second referee**  Name:  Position:  Organisation: |
| Relationship to applicant (line manager, tutor, etc.): | Relationship to applicant (line manager, tutor, etc.): |
| Address (including postcode and country): | Address (including postcode and country): |
| Email address: | Email address: |
| Telephone number: | Telephone number: |
| Do we have your permission to contact this reference? | Do we have your permission to contact this reference? |

**7. Declaration**

|  |  |
| --- | --- |
| Are you related to, or do you have a close personal relationship with, any member of staff or Board member of IDPC? | |
| If YES, please state the nature of relationship and provide a name. | |
| I declare that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. I understand that, if appointed, any statement made on this form which is found to be false may result in my employment being terminated. | |
| **Signature** | **Date** |
|  |  |

**EQUAL OPPORTUNITIES FORM**

**CONFIDENTIAL**

IDPC monitors applications through to selection to ensure its equal opportunities policies are working properly. We particularly welcome applications from people with disabilities, people from ethnic minority groups, and people affected by drug policies. In order to monitor the effectiveness of this policy, we would appreciate it if applicants would complete this additional form below. **Applications without this form will not be deemed ineligible, and these data will not be used in the selection process.**

|  |  |
| --- | --- |
| **Name:** | **Gender:** |
| **Date of birth:** | **Post applied for:** |
| **Where did you see this post advertised?** | |
| **What is your ethnic origin?** | |
| **Do you have a condition, impairment or disability\* which may be relevant to your application?** | |
| **Would you need any special support or facilities to enable you to take up this post?**  **If YES, please give details:** | |
| *\* The Equalities Act 2010 defines disability as: ‘a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’.* | |

**Criminal Convictions**

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| --- |
| Do you have a current/pending conviction? |
| If YES, please give details: |