**APPLICATION FORM**

**CONFIDENTIAL**

Please complete in type or black ink, SIGN and scan to return electronically.

**1. Position applied for**

|  |
| --- |
| **Bookkeeper** |

**2. Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname: |  | | | Correspondence Address: |
| First Name(s): |  | | |  |
| Home Telephone: |  | | |  |
| Mobile: |  | | |  |
| Work Telephone: |  | | | Post Code: |
| May we contact you at work? | | Yes | No | E-mail: |

**3. Education: Secondary/Further Education from age 11 (Group passes if desirable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools/Colleges attended** | **From** | **To** | **Examinations passed (give dates)** | **Grade** |
|  |  |  |  |  |

**4. University/College Higher Education and Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place of Education** | **From** | **To** | **Examinations passed (give dates and qualifications)** | **Grade/Class** |
|  |  |  |  |  |

**5. Foreign Languages and level of proficiency**

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|  |

**6. Employment history** (**Please list in order, starting with the most recent. Attach details as appropriate)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of employer** | **Job title and responsibilities** | **Reason for leaving** | **Final salary** |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |

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| --- |
| **Length of notice required by your present employer:** |

**7. General**

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| **How did you hear of this job?** |
| **How do you think your previous experience / interests will enable you to fill this post?** |

|  |  |
| --- | --- |
| **Please rate yourself from 1 to 5 (5 being most proficient) on the following areas of expertise:** | |
| **Communication/presentation skills**  **Literacy skills**  **Numeracy skills**  **IT skills**  **Policy experience**  **Experience of non-profit sector**  **EU and UK grant applications and claims** |  |

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| --- |
| **Interests/Hobbies (give details of pastimes, sports, etc.):** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REFERENCES**  Please give the name, address, telephone number and status of two referees who can give an opinion on your abilities and professional experience. One referee should be your present employer and one past employer if possible, please. References will be taken up at offer stage but we will inform you before we do so. | | | | | |
| Name: | | | Name: | | |
| Address: | | | Address: | | |
| Tel No: | | | Tel No: | | |
| Relationship to you: | | | Relationship to you: | | |
| E-mail: | | | E-mail: | | |
| May we make a direct approach to this referee, in confidence, before interview? | Yes | No | May we make a direct approach to this referee, in confidence, before interview? | Yes | No |
| If your present employer is not given above please state reason why:  If an offer is made and accepted, we reserve the right to contact your present employer for a reference. | | | | | |

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| **ADDITIONAL INFORMATION** | | |
| The Rivers Trust (RT) welcomes applications from disabled people. | | |
| Have you ever been convicted of a criminal offence? (Please see below).  If yes, please give details on a separate sheet. | Yes | No |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes | No |
| Are you available for interview during w/c 13 April 2020? | Yes | No |
| **DECLARATION**  I hereby authorise RT to obtain references to support this application when an offer is to be made and I indemnify the RT against any liability related thereto.  I hereby consent to RT processing the data on this form for the purpose of considering my application and (if successful) in respect of my employment. I agree that such data may be made available to those who reasonably need to know the same within RT and WRT.  I confirm that the information given on this form is true to the best of my knowledge and accept that any false statement may be sufficient cause for rejection or, if employed, summary dismissal.  Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

Thank you for completing the form. Please return to: Viv Daly: recruit@theriverstrust.org with your covering letter of application.