Applicant No.

(Office use only)

**Application for employment**

**Frome Town Council**

**Frome Town Hall, Christchurch St West BA11 1EB**

**Confidential**

**Please complete in black ink or type**

**Application for the post of: Business & Finance Officer (maternity cover)**

The information provided in this application will help us to decide whether to invite you to an interview. It is important that we are confident that you can meet at least the essential requirements listed in the Person Specification.

**Employment history**

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring, please include these as well.

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| --- | --- | --- | --- |
| **Present (or most recent) employment** | | | |
| Name and Address of Employer: |  | | |
| Position held |  | Is this your current job? |  |
| Duration of employment |  | Leaving date (if applicable): |  |
| Notice required |  | | |
| Reason for leaving |  | | |
| Four key responsibilities and / or achievements: | | | |
| 1.  2.  3.  4. | | | |

Where did you see this post advertised (please circle)?

Indeed.co.uk / LinkedIn / Frome Times / SALC / Social Media other (please state)

**Training**

Please provide details of training and development undertaken relevant to this post

|  |  |
| --- | --- |
| Training course and organiser/ development activity | Outcome – grade achieved where relevant |
|  |  |

**Membership of professional bodies**

|  |  |
| --- | --- |
| Body | Membership type |
|  |  |

**Knowledge, skills, and experience**

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| --- |
| 1. Please describe, with reference to the included Job Description and Person Specification your relevant experience and skills for this role |
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| 2. What do you consider to be important when managing the finances of an organisation? Refer to any experience you have in relevant finance roles. |
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| 3. How would you ensure that daily, weekly, monthly tasks are carried out in a timely manner? |
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| 4. What interests you most about this role? |
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**References**

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of which should be your present/most recent employer.

Have you any objection to the references being obtained prior to interview? Yes/No

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | | |
| Email address | | | |
| Relationship to you |  | Telephone number |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | | |
| Email address | | | |
| Relationship to you |  | Telephone number |  |

**Declaration**

|  |
| --- |
| I declare that that this application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.  I consent that under the Data Protection Act 2018 the information contained in this **application form** may be processed by Frome Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.  I give my permission for Frome Town Council to process and retain information about me contained in this form in accordance with the Data Protection Act 2018.  Signed Date |