|  |
| --- |
| Employment Application Form**Slade & Cooper – accounting for positive social change** |

**Application for Employment**

|  |
| --- |
| Post Applied for |
| Surname / Family Name | First Name(s) |
| AddressPost Code | Home Tel NoMobile Tel NoEmail address |
|  |  |
| **Educational, Technical and Professional Qualifications** |
| Place of Study / professional body | Attainment Level |
|  |  |
| Personal development (including any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable) |
| Provider | Type of development |
|  |  |

|  |
| --- |
| Languages (indicate fluency) |
|  |

Please indicate the names of **two** referees below. We reserve the right to contact any or all of the people named. We will not contact any referee without your permission or until an offer of employment has been accepted. If you do not have two employment referees one may be from your lecturer or similar.

Any offer of employment will be subject to the receipt of two references, all of which must be deemed as satisfactory to Slade & Cooper, in order for your employment to be confirmed.

**Employment History**

|  |
| --- |
| **Present or last employer 1**, please provide name, address and telephone number and indicate the type of business / organisation |
| Date employed |
| Position(s) held |
| Brief description of duties and key achievements |
| Reason for leaving |  |  |
| Notice Required |
| Referee’s name and position |
| **Previous Employer 2**, please provide name, address and telephone number and indicate the type of business / organisation |
| Dates employed |
| Position(s) held |
| Brief description of duties and key achievements |
| Reason for leaving |
| Referee’s name and position |

|  |
| --- |
| Have you any friends or relatives employed by Slade & Cooper? If so, please provide name(s) and relationship: |
| Have you applied to Slade & Cooper before? Yes / NoIf ‘Yes’, please state the position applied for and the approximate date: |
| **Right to Work in the UK (Asylum & Immigration Act 1996)** |
| Do you have the legal right to work in the UK? Yes / NoIf ‘Yes’, and there are conditions attached, for example start or finish dates, please specify?If ‘No’, what type of work permit do you require? |
| If you are invited to interview you will need to bring along original proof and a copy of your right to work in the UK. The list below may help in providing such a document:

|  |
| --- |
| Either One of these document* A UK or European Economic Area Passport
* A UK residence permit issued to a national from a EEA country or Switzerland
* A UK endorsed travel document
 |
| OR |
| A document with evidence of a permanent National Insurance Number (P45, P60)And, one of the following* A birth certificate
* A certificate of naturalization / registration as a UK citizen
* An endorsed letter from the Home Office
 |  A work permit issued by Work Permits UKAnd, one of the following* A passport or travel document endorsed by the UK Home Office
* An endorsed letter issued by the Home Office
 |

 |
| Other (outside activities or interest, memberships of organizations or commitments to public duties). |

Please state

* Why you have applied for this post.
* What you see as your day to day responsibilities as an audit and accounts manager
* What experience you have of managing audit assignments
* What experience you have of the charity sector
* What contribution you expect to make in the team
* Any other information you think might be relevant to your application.

Please continue on a separate sheet.

Do you have any work commitment, either paid or unpaid, which you wish to continue with if offered employment by Slade & Cooper? Yes / No

You may not, without prior permission in writing from Slade & Cooper, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever.

**Additional Information**

If you have a disability or any special needs that mean you would like either help with this application form, or at any stage of the selection process, please contact us so we can discuss your requirements and hopefully meet your needs.

|  |
| --- |
| **Declaration** |
| I confirm that the above information is correct to the best of my knowledge. I understand that if it is subsequently discovered that any statement I have provided is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the company without notice.I confirm that I am able to provide evidence of all qualifications I have detailed within this application and that Slade & Cooper have my permission to seek confirmation of these awards from the relevant educational body. I consent to Slade & Cooper processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment.Name …………………………………………………….. Date ……………………………… |

Slade & Cooper aims to keep all completed applications forms on file for a minimum of 12 months, following their submission. Please tick the box if you do **not** wish us to keep your application form on file. 🞏

Please return your completed form by **5pm on Friday 22nd September 2017** to:

Slade & Cooper Ltd
Green Fish Resource Centre
46-50 Oldham Street, Manchester
M4 1LE

Or by email to: jennifer@sladecooper.co.uk

Where did you hear about us?

Please tick the appropriate source:

Charity jobs website 🞏

Our website 🞏

Other – please specify: