



Application for Finance Assistant

Please return this completed form to claire.matheson@mildmay.org or by post Mildmay Charity Offices, Sir Graham Rowlandson House, Austin Street, London, E2 7NB by **Friday 19th March 2010**.

1. Family	First Name:	Other Names:	
2. National Insurance No:			
3. Would you be eligible to work in the UK?			
4. Address: Email address: Daytime tel no: Evening tel no:			
5. Education & training (college, technical education & professional training)			
Dates attended From To	Institution, city & country	Field of study/training	Degree, Diploma or certificate

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6. Other training, Professional Qualifications, Membership of Professional Bodies:

7. Work experience (list only employment lasting 3 months or more). Begin with present or most recent employment

Employer	Title Dates of employment: From: To: Based: Reason for leaving: Current salary:
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Brief job description

Employer	Title: Dates of employment: From To Based: Reason for leaving:
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Brief job description

Employer	Title Dates of employment: From To
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	Based: Reason for leaving:
Brief job description	
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	Reason for leaving:
Brief job description	
<p>8. On no more than two sides of A4, please attach your answer to the following questions (typewritten answers are preferred):</p> <ul style="list-style-type: none"> • Summarise the type and level of responsibility in your present post, giving examples of how you meet the requirements of the person specification. • Please summarise why you are applying for the post of Finance Assistant at Mildmay at this point in your career and describe the opportunities and challenges which it presents. 	
<p>9. How many days have you been unable to work due to illness/incapacity in the past year?</p> <p>10. Do you have a disability?</p> <p>If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act UK 1995:</p>	
<p>11. Please note here your leisure interests including positions of responsibility held:</p>	
<p>12. How did you become aware of this post?</p>	
<p>13. From when are you available to take up this post?</p>	

14. References should be provided by previous employers wherever possible. Relatives and partners are not suitable as referees. Referees will not be contacted without your prior permission.

Name: Tel no:

Occupation

Address:

Email address: Relationship to you:

Name Tel no.

Occupation

Address

Email address: Relationship to you:

Name Tel no.

Occupation

Address

Email address: Relationship to you:

16. Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (UK).

The facts set out in this application form are, to the best of my knowledge, true and complete. I understand that any false statement will disqualify me from employment.

Signed:

Date: