

**Job Application form**

**Application for Clerk/Responsible Finance Officer**

**Your details**

Name:

Address:

Postcode:

Phone:

Email:

**Education and training**

**Please give details:**

**Qualifications**

**Please give details:**

**Employment history**

Your current or most recent employer:

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

**Previous employers**

Please tell us about other jobs you have done and about the skills you used or

learned in those jobs.

**Supporting statement**

Please tell us why you applied for this job and why you think you are the best

person for the job.

**Interview arrangements and availability**

If you have a disability, please tell us if there are any reasonable adjustments

we can make to help you in your application or with our recruitment process.

**Are there any dates when you will not be available for interview?**

**When can you start working for us?**

**Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

**References**

Please give the names and contact details of 2 people who we can ask to give

you a reference. We may ask them before an employment offer is made. We will

not ask your current employer until we get your permission.

**Referee 1**

**Referee 2**

**Declaration**

I confirm that to the best of my knowledge the information I have provided on

this form is correct and I accept that providing deliberately false information

could result in my dismissal.

Name:

Signature:

Date:

Please return the completed application form to [clerk@colsterworthanddistpc.co.uk](mailto:clerk@colsterworthanddistpc.co.uk)