**Application Form for Finance Officer**

***Please type or write clearly in black ink and complete all the following sections on this form.***

**Your personal details**

|  |  |
| --- | --- |
| **Last name:** (in block capitals) | **First name:** |
| **Address:** | **Postcode:** |
| **Contact numbers:** | **Email address:** |

**Working in the UK** To be able to work at Polka, we need to have proof of your right to work in the UK.

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| --- | --- |
| **Do you have a British passport or birth certificate** (please delete as appropriate)? | **Yes / No** |
| **If you answered ‘No’ to the above question - do you have a working visa to enable you to work in the UK**  (please delete as appropriate)? | **Yes / No**  **If Yes, please give details of the type and expiry date:** |

**Working with children** Depending on the job role, Polka may require you to provide a valid DBS certificate or be willing to undergo an enhanced DBS check (at Polka’s expense) if a job offer is made subject to this being obtained.

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| **Do you have a DBS certificate?** (Don’t worry if not - it’s only likely you’ll have one if you have worked with children or vulnerable adults before) | **If you answered ‘No’, can you let us know that there is *no* reason why you might not be able to work with children?**  (If you don’t think you can work with children please let us know why if possible) |

**Adaptations** These are changes you might need us to make in order to help you apply for the role or attend an interview with us.

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| **Please let us know if require any chnages to participate fairly in the recruitment process?** (Any information you provide here will not form part of the shortlisting process) |

**Most Recent Employment** (paid or unpaid e.g. if you have done work experience, worked as an intern or been a volunteer please let us know about that as well):

|  |  |
| --- | --- |
| **Name and address of employer:** | |
| **Job title:** | **Dates employed (from and to):** |
| **Current or final salary:** | **Notice period required:** |
| **Reason for leaving:** | |
| **Please give a brief outline of your main responsibilities** (continue on additional sheet if required) | |

**Previous Employment** (paid or unpaid). Please list all previous employers. Please add additional rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name and address of employer** | **Job title and main responsibilities** | **Reason for leaving** |
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**Education, Training and Membership of Professional Bodies**

Please give details of all qualifications obtained and those currently being pursued

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| --- | --- | --- |
| **Dates** | **School, University, College etc** | **Course and qualifications obtained** |
|  |  |  |

Please provide details of any work-related training you have undertaken

|  |  |  |
| --- | --- | --- |
| **Dates** | **Course title** | **Subjects covered** |
|  |  |  |

Please provide details of membership of professional bodies(if applicable)

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**Supporting Statement** Please let us know:

1. Why you are applying for this job
2. How your personal and work experience, education and training enable you to satisfy the requirements of the job
3. When answering these questions, please pay particular attention to the Person Specification in the Recruitment Pack which details the ‘skills, knowledge, experience and qualities’ we’re looking for.

*(Please feel free to extend onto a second page, if necessary, or attach a typed supporting statement)*

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**References** Please give the name and address of two referees who can provide an employment reference to cover the last three years of employment or education. One of these should be your current or most recent employer.

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| --- | --- |
| **Referee 1 (current or most recent employer)**  **Name:** | **Referee 2 (previous employer or other)**  **Name:** |
| **Address:** | **Address:** |
| **Email address:** | **Email address:** |
| **Contact telephone number:** | **Contact telephone number:** |
| **May we request a reference at any time?**  **Yes / No**  **Only after offer of employment**  **Yes / No** | **May we request a reference at any time?**  **Yes / No**  **Only after offer of employment**  **Yes / No** |

**Privacy Notice and Declaration**

As part of the recruitment process, Polka collects and processes personal data for all applicants and we are committed to meeting our obligations under the requirements of General Data Protection Regulation 2018.

In submitting this application you acknowledge that the personal information you have provided in this form will be shared with those people directly involved in the recruitment process. Your application form will be stored securely, with access restricted to relevant members of staff.

If your application is unsuccessful, we will keep your application form and personal data on file for one year in case there are future employment opportunities which we think may be of interest to you. If we need to keep your information for longer than this you will be asked for your consent and you are free to withdraw your consent at any time.

For further information about how we manage and protect your personal information please visit our website at the following link: <http://www.Polka.com/privacy-policy/>

I confirm that the details given on this application form are, to the best of my knowledge, true and accurate.

If you give any information which you know is false, or you withhold any relevant information, this may lead to your application being rejected, or at a later date, if you have already been appointed, to your dismissal.

I understand that the information given on this form may be used for registration purposes under the Data Protection Act. Unsuccessful applications will be destroyed after 12 months.

**Signature:**

**Date:**

*If application is by e-mail, your signature will be required prior to any subsequent contract offer.*