

 **Application Form**

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| **PERSONAL DETAILS**  |
| **Name:** |  |
| **Phonetic pronunciation** | *(Eg. Máirín > maw-reen)* |
| **Address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |
| **Position applied for:** | Finance and Administration Officer  |

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| **EMPLOYMENT HISTORY** |
| **Job title in current post** |
|   |
| **Employer:** | **Date started (and ended if most recent):** |
|   |   |
| **Reason for leaving** | **Notice period:** |
|   |  |
| **Main duties and responsibilities (continue on the next page if you need to):**  |
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| **Previous posts (please start with the most recent). Please explain any gaps in your employment history.** |
| **Dates (from-to):** | **Job title:** | **Employer:** | **Reason for leaving:** |
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| **EDUCATION AND TRAINING** |
| **Secondary education:** | **Dates attended:** | **Qualifications/grade:** |
|   |     |     |
| **Further/higher education:** | **Dates attended:** | **Qualifications (with date)/grade:** |
|    |     |     |
| **Other relevant training, professional qualifications or work related skills:** |
|   |
| **Are you undertaking any course of study at present? (if so, please give details)** |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
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| **INFORMATION TO SUPPORT YOUR APPLICATION** |
| Please give any details you feel are relevant in support of your application, including why you are interested in this post. Please also ensure that you demonstrate, with examples, how you meet the person specification for this role.  |
|      |
|  **Other details (please tick as applicable)** |
| Are you a British subject or a national of any EU country? | Yes |  | No |  |
| If not, do you have the right to work in the UK and a current work permit? | Yes |  | No |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Are you related to any trustee, director or employee of Leeds Church Institute? | Yes |  | No |  |
| If ‘yes’ please give details. |  |

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| **Leeds Church Institute is proud to be an Equal Opportunities employer and therefore we welcome all applications and will not discriminate based upon protected characteristics. These being:  race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, relationship status or any other basis covered by the UK’s Equality Act 2010 . It is within the Leeds Church Institute policy to not tolerate any kind of discrimination or harassment, our goal is to be a diverse workforce within our community.**  |
| If you require Leeds Church Instituteto make any special requirements throughout the application process and subsequent employment if appointed, please state these below: |
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| **Hiring people who have personal and professional integrity is very important to LCI therefore LCI will be carrying out a DBS check on the successful applicant.**  |
| Are you happy for LCI to carry out a DBS check if you are appointed? |  |
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| **Where did you hear about this vacancy?** | Please give details:  |

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| **Data protection**Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998.I hereby give my consent to Leeds Church Instituteprocessing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false, incomplete or misleading statements may lead to an offer of employment being withdrawn or dismissal after appointment.I understand that any offer of employment is subject to satisfactory pre-employment checks, including references, proof of right to work in the UK and a DBS check. |
| **Applicant's signature** (if submitting this electronically, by printing your name you are affirming the above statements) |  |
| **Date** |  |

**Upon successful interview should an appointment be made, Leeds Church Institute will request two references please provide their details below. One of these should be your current or (if you are unemployed) most recent employer. If you have not previously been employed give the name of a responsible person who knows you well, but not a relative. Referees will be contacted after the interview.**

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| **REFERENCES** |
| **Referee 1** | **Referee 2** |
| Name:Address:Email: Relationship:   | Name:Address:Email: Relationship:   |

**Thank you for completing the application form. Please complete the equal opportunities monitoring questionnaire. Email both forms to** **teamassistant@leedschurchinstitute.org**