# Building Communities Trust

## Application for employment

*Confidential*

**Please read the enclosed guidance notes before completing this form. Write clearly using black ink. Please note that CVs will not be accepted.**

***PLEASE DOWNLOAD AND SAVE THIS FORM TO YOUR OWN DEVICE AND DO NOT FILL OUT ONLINE.***

**Application for the post of: Finance Manager**

**Closing date: TBC**

**Interviews: TBC**

**Your personal details are detached from this form before your application enters the selection process. This ensures that the shortlisting panel is not influenced by this information.**

| **Personal details** |
| --- |
| Title: Forename: Surname:<br><br>Address:<br><br>Post code:<br><br>Email:<br><br>Telephone:<br><br>Home: Mobile:<br><br>Where did you learn of this vacancy: |

Are you entitled to work in the United Kingdom? (Please select Yes/No)

- Yes
- No

(Please note you will need to provide proof on appointment.)

We operate a guaranteed interview scheme for applicants that meet the essential criteria and who identify as disabled and/or Black, Asian and Minority Ethnic.

Is your application eligible to be considered under the guaranteed interview scheme?

- Yes
- No

Please note you do not need to tell us the reason why your application is eligible for the scheme. Adjustments for the interview can be made if needed so please contact us if you require this.

You may need adjustments in the workplace that can be discussed if you are made a job offer which will enable you to perform the duties required. These will not be discussed at the interview.

Hiring managers do not automatically know the details of your condition(s), or lived experience, they are allowed only to ask what adjustments you may need before the interview or when you are in receipt of a job offer. Be reassured that any adjustments you require will be treated in the strictest confidence and will not form part of any aspect of the assessment

As defined under unspent criminal convictions of the Rehabilitation of Offenders Act 1974, please give details of any convictions for criminal offences.

Now please complete the remainder of the form and return to info@bct.wales by midnight on the specified closing date.

**Application for the post of: Finance Manager**

| **Education and training** | | |
|---|---|---|
| Name of school/college etc | Subject | Qualification/ Grade attained |

| **Professional membership** | | |
|---|---|---|
| Professional body | Type of membership | Date joined |

| Employment history |
|---|
| Present or most recent employment:<br><br>Name and address of employer:<br><br>Position held:<br><br>Brief description of duties:<br><br><br>Date started:<br><br>Period of notice required:<br><br>or leaving date:<br><br>Reason for wishing to leave: |

**Previous employment: (from most recent first)**

**Include any unpaid or voluntary work you may have undertaken – (use continuation sheets if necessary).**

| Employer | Job title/duties | Reason(s) for leaving | Date from and to |
|---|---|---|---|
| | | | |

| Employer | Job title/duties | Reasons for leaving | Date from and to |
|---|---|---|---|
| | | | |

| Language skills:<br><br>**Welsh verbal**<br><br>• None<br>• Poor<br>• Medium<br>• Good<br>• Very Good | Language skills:<br><br>**Welsh written**<br><br>• None<br>• Poor<br>• Medium<br>• Good<br>• Very Good |
|---|---|

**Relevant knowledge, skills and experience:**

Please use this section to show how your experience, skills and training gained both in paid employment and in voluntary work, or through study, make you suitable for this post.

Please ensure that you have read the job description and person specification for the post and have given sufficient information to describe how you meet the requirements set out in the person specification.

The information you give here will play a crucial part in the decision whether or not to interview you.

Use continuation sheets if necessary - **please see continuation sheets 1 and 2 below.**

**References**

Please give us the name, address and status of two referees who are willing and able to provide a reference for you. Referees should be your latest substantive employer and/or all employers from the previous 3 years of employment; a college tutor, school head or teacher where there is no work history or a personal referee where there is none of the above.

References are normally taken up when the candidate is invited for an interview. If you do not wish referees to be contacted prior to interview please indicate below.

| **Referee No. 1**<br>**Name and address**<br><br>Relationship to you:<br>Email:<br>Contact prior to interview?<br>• Yes<br>• No | **Referee No. 2**<br>**Name and address**<br><br>Relationship to you:<br>Email:<br>Contact prior to interview?<br>• Yes<br>• No |
|---|---|

**GDPR Requirements**

*The information that you provide on this application is subject to the protection of the General Data Protection Regulation 2018 and will be used for the purposes of recruitment, compiling employee statistics, and equal opportunities monitoring only. It is the policy of BCT to retain recruitment records on secure computer systems. Recruitment records are held the duration of the recruitment process and for a period of time thereafter. If you are employed by BCT the information provided on this application will be kept for the duration of your employment, and for a period of time following it. Access to this information will be restricted to a limited number of authorised staff.*

**Declaration:**
I confirm that to the best of my knowledge the above information is correct

Signature: Date:

**Application for the post of: Finance Manager**

**Continuation sheet 1…**

**Continuation sheet 2…**