

EMPLOYMENT APPLICATION

CONFIDENTIAL

Post Applied for: Finance Officer

Reference: SDBC/FO

Personal details:

Surname:

First name(s):

Address

Telephone: daytime
 evening
 mobile

Email: personal
 employment

Employment history:

Present (or most recent)

Employers name and address:

Period of employment
from to
dd/mm/yy dd/mm/yy

Type of business:

Your job title:

Type of employment:

Salary: £ (gross before any deductions):

Other benefits:

Principle duties/responsibilities:

Is your present job your sole regular employer?

Period of notice required:

Available start date:

Previous posts

It is important that you give as much information as possible, we need to know what sort of work you did and what your responsibilities were.

Please continue on a separate sheet if necessary

employer name and address

type of business

dates of employment

from to
dd/mm/yy dd/mm/yy

final salary

principle duties/responsibilities

reason for leaving

employer name and address

type of business

dates of employment

from to
dd/mm/yy dd/mm/yy

final salary

principle duties/responsibilities

reason for leaving

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principle duties/responsibilities

reason for leaving

Please continue on a separate sheet if necessary

Education and training from GCSE

Name and address of institution	Courses/subjects taken	dates		Full or Part time	Qualification/grade
		from	to		

Please continue on a separate sheet if necessary

Professional membership

Name of professional body

Grade of membership and whether
by examination

Date of qualification

Can you provide evidence of this
qualification?

Name of professional body

Grade of membership and whether
by examination

Date of qualification

Can you provide evidence of this
qualification?

Name of professional body

Grade of membership and whether
by examination

Date of qualification

Can you provide evidence of this
qualification?

Please continue on a separate sheet if necessary

References:

Please give the names and addresses of two people who will give you a reference for this job. One should represent your most recent employer.

If possible both people should be employers or people who have supervised your work.

First reference

Name:

Address:

Tel No:

Relationship:

When and for how
long have they
known you?

Second reference

Name:

Address:

Tel No:

Relationship:

When and for how
long have they known
you?

Other details

Are you a military reservist or do you need additional time for public or civic duties?

Do you have a full driving licence?

Are you prepared to use your car in the course of your work?

Do you have any current endorsements?

Do you consent to 'Right to work in UK' checks being carried out?

Have you ever been dismissed from a job?

Do you have any unspent convictions?

Personal statement

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. In completing this section it is important to refer to the requirements in the job description/duties/person specification.

Continue on a separate sheets as necessary

Conflicts of interest and canvassing

Please provide full details of any matters relating to your spouse, civil partner or partner (or anyone living as such), children, parents or other friends or associates which may, in the reasonable opinion of [the Company or the Board], be considered to interfere, conflict or compete with the proper performance of your obligations in the event you were to be successful in your application. Please include details of any existing friendships, links or dealings with any board member or any employee of Somerset Drainage Board.

If, either prior or subsequent to you making an application, it comes to our attention that you have canvassed and/or otherwise sought the support and/or influence of any board member and/or employee (whether or not such individual is directly involved in the application and/or interview process or not), we reserve the right to disqualify your application immediately.

Declaration and signature

I confirm to the best of my knowledge and belief that the information given on this form is correct. I understand that any offer of employment will be subject to satisfactory references and that you may ask me to undergo a medical examination. Any misleading statement or deliberate omission will disqualify my application and lead to instant dismissal.

I consent to the necessary enquiries and checks being made in order to confirm that the information included in this application form is correct and to verify the authenticity of my qualifications.

Name:

Signed:

Date:

Please print your completed application, sign and submit it, together with any referenced continuation sheets to: applications@somersetdbcs.co.uk or post to The Chief Executive, Somerset Drainage Boards Consortium, Bradbury House, 33-34 Market Street, Highbridge, Somerset TA9 3BW.

Thank you for your interest in the work of Somerset Drainage Boards Consortium.

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Monitoring for equal opportunities

It is our policy to recruit staff on the basis of their ability and their suitability for the post they are applying for.

We will separate this page from the rest of the application before it is decided who to call for interview.

Name: Date of birth: Ethnic origin:

Do you have a disability? Sex:

End of Application