**Respect – Employment Application form**

Guidelines for completing this form:

1. Please complete this form electronically, adjusting field sizes as required. You may also complete the form by hand, please write clearly in black ink.
2. Before forwarding your application form to the recruitment panel we will remove the front sheet with your personal details and the signature field to ensure your form is shortlisted as anonymously as possible. Please do not send us a PDF version as we are unable to anonymise the form – applications in a format other than Word will **not** be accepted.

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| **Personal details** | |
| Name: | |
| Address: | |
| Phone: (daytime) | Phone: (evening) |
| Email: | |
| Post that you are applying for: | |

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| --- | --- |
| **For office use** | |
| Date form received: |  |
| Application form number: |  |

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| **References**  Please provide contact details for two referees who Respect can ask for information regarding your suitability for this post. One must be your current / most recent employer. The other must be a previous employer. We will only contact your referees if we decide to offer you the post. Any offer of employment will be subject to satisfactory references. | |
| Name: | Name: |
| Relationship (nature & length): | Relationship (nature & length): |
| Address: | Address: |
| Phone: | Phone: |
| Email: | Email: |

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| --- | --- | --- | --- |
| **Educational Details**  Please give details of your academic / professional qualifications *relevant to this post*: | | | |
| **Place of Study** | **Subject** | **Qualification** | **Dates / duration** |
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| **Training Courses**  Please list any training courses *relevant to this post*: | | |
| **Place of Study** | **Subject** | **Dates / duration** |
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**Continue on a separate sheet if necessary**

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| **Current or most recent employment** |
| **Job Title:**  **Employer’s name and address:**  **Dates of employment:**  **Final Salary:**  **Period of notice required (if applicable):**  **Reason for leaving / seeking to leave (if applicable):**  **Please give a brief description of your duties and responsibilities:** |

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| --- | --- | --- | --- |
| **Previous Employment**  Please give details of all previous paid work. | | | |
| **Job title** | **Name and address of employer** | **Duties / responsibilities** | **Dates** |
|  |  |  |  |
| **Previous voluntary work experience**  Please list any relevant unpaid / voluntary work: | | | |
| **Job title** | **Name and address of organisation** | **Duties / responsibilities** | **Dates / duration** |
|  |  |  |  |

Continue on a separate sheet if necessary

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| **Personal Statement** |
| Please write a personal statement of **not more than 3 pages** of A4 (in minimum of Calibri pt 12 font) which covers:   * Why you are interested in this job * Your experience, knowledge, skills, abilities and attitude in relation to the person specification   Short-listing for this post will be based on how well you match the qualities in the person specification, see below. Please give ***specific examples***to demonstratehow you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.  If you do not follow these instructions your application will not be short-listed. |
| **Experience and knowledge**   1. Two years direct experience of accounting including preparation of monthly accounts / financial year end and forecasting, equivalent to Level 4 AAT / CIMA Certificate in Business and Accounting 2. Detailed experience of accounting software packages, QuickBooks or similar 3. Knowledge of Charity accounting standards (Charity SORP and restricted fund accounting) 4. Experience of completing financial returns and reconciliations 5. Awareness of domestic abuse and its effects on both an individual and societal level 6. Experience of supporting budget holders or in a partnership with other organisations 7. Experience of working remotely as part of a team   **Skills and Abilities**   1. Good Excel spreadsheet skills including setting up spreadsheets for non-financial users, use of functions and pivot tables for data analysis 2. Excellent communication skills (both written and oral) and the ability to communicate effectively with non-financial audiences and budget holders 3. Ability to prioritise tasks to meet regular and hoc deadlines as required. 4. Reside in the UK 5. Ability to travel to meetings in the UK   **Behaviours and values**   1. Demonstrate a commitment to - and understanding of - the values, aims and objectives of Respect 2. Builds and maintains good relationships with colleagues and key external stakeholders 3. Professional way of working, ensuring that GDPR data protection standards are maintained 4. Analytical approach and attention to detail 5. Commitment to learn, share and improve 6. Commitment to meaningful anti-discriminatory practice, and equity, diversity and inclusion. |
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## Declaration

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement will be sufficient cause for rejection or, if employed, dismissal without notice.

**Signed: Date:**

**Print name in full:**