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| **APPLICATION FORM: Finance Manager (Part time)** | | | | | | | | | | | | | | | |
| **ALL APPLICATIONS BY EMAIL ONLY. Deadline for applications: 9am on 20 September 2021. We reserve the right to close the vacancy at any time. If you have not heard from us within 7 days of making an application, we regret you will have been unsuccessful at this time. Send your completed application form to director@discoverbucksmuseum.org** | | | | | | | | | | | | | | | |
| SURNAME: | | |  | | | | | **FORENAME(S)****:** | | | | | |  | |
| TITLE: | | |  | | | | | Please give details of any previous surnames: | | | | | |  | |
| ADDRESS FOR CORRESPONDENCE: | | |  | | | | | HOME TELEPHONE: | | | | | |  | |
| WORK TELEPHONE  May we contact you at work? Yes/No | | | | | |  | |
| POSTCODE: | | |  | | | | | MOBILE TELEPHONE | | | | | |  | |
| E-MAIL ADDRESS: | | |  | | | | | NATIONAL INSURANCE NUMBER: | | | | | |  | |
| Where did you first see the advertisement for this post ? It is helpful for us to know where you saw it advertised before you went on our website: | | | | | | | | | | | | | | | |
| Employment History | | | | | | | | | | | | | | | |
| PRESENT OR MOST RECENT EMPLOYMENT | | | | | | | | | | | | | | | |
| Name & address of employer: | | | | |  | | | | | | | | | | |
| Job title and summary of main duties: | | | | |  | | | | | | | | | | |
| Date of appointment : | | | | |  | | | | | | | | | | |
| Salary Scale and Current Salary: | | | | |  | | | | | | | | | | |
| Reasons for leaving (If applicable): | | | | |  | | | | | | | | | | |
| Notice required: | | | | |  | | | | | | | | | | |
| PREVIOUS EMPLOYMENT  Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary. | | | | | | | | | | | | | | | |
| **Employer’s name and address** | | **From**  **month / year** | | | | **To**  **month / year** | **Job title and summary of main duties** | | | | | | | | Reasons for leaving |
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| Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education. | | | | | | | | | | | | | | | |
| Qualifications and training | | | | | | | | | | | | | | | |
| **EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**  Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested. | | | | | | | | | | | | | | | |
| **School, College, University** | | | | **Examination, course**  **(with dates)** | | | | | **From** | | | **To** | **Result/Qualifications gained** | | |
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| INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned. | | | | | | | | | | | | | | | |
| **Course Title** | | | | Provider | | | | | | | | **Duration** | **Dates** | | |
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| References | | | | | | | | | | | | | | | |
| Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References must cover a consecutive five year period**.** | | | | | | | | | | | | | | | |
| **1st Referee: If this is your current employer please confirm that we can contact before interview.** Yes/No | | | | | | | | | | **2nd Referee** | | | | | |
| **Name:** |  | | | | | | | | | **Name:** |  | | | | |
| **Position:** |  | | | | | | | | | **Position:** |  | | | | |
| **Address:** |  | | | | | | | | | **Address:** |  | | | | |
| **E-mail address:** |  | | | | | | | | | **E-mail address:** |  | | | | |
| **Tel:** |  | | | | | | | | | **Tel:** |  | | | | |
| In what capacity does the above know you? | | | | | | | | | | In what capacity does the above know you? | | | | | |
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| Achievements, personal qualities and skills | | | | | | | | | | | | | | | |
| Please use this section to say why you are applying for this job. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. The information you provide about your experience, knowledge, skills and abilities enables us to assess whether you are the right person for the job. Make sure you read the job description and person specification before completing the application form and refer to it throughout. Provide as much information as possible, giving us examples, either from your home or work life, to show how you meet what we are looking for.  Please continue, if necessary, on a further sheet, which must be attached securely to this form. | | | | | | | | | | | | | | | |

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| Additional Information | | | | | | | | |
| 1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK? | | | | | | | | Yes/No |
| 1. Do you hold a full current driving licence? | | | | | | | | Yes/No |
| 1. Are you able to travel to different locations across the County? | | | | | | | | Yes/No |
| 1. Have you ever been subject to any disciplinary action by your employer or professional body? | | | | | | | | Yes/No |
| If yes, please give details | | | | | | | | |
| 1. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview: | | | | | | | |  |
| Criminal Convictions – Rehabilitation of Offenders Act 1974 | | | | | | | | |
| Buckinghamshire County Museum Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Buckinghamshire County Museum Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.  Thismeans that **you are required to declare any convictions, cautions or reprimands which you may have either in the UK or abroad, even if they would otherwise be regarded as ‘spent’ under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal by the Authority and may lead to criminal proceedings.  I have read the above notes on Criminal Convictions and agree to a Disclosure Check of Police Records being made if I am offered the job for which I am applying. I understand that the job for which I am applying is covered under the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and, consequently, no criminal conviction, caution, reprimand may be considered ‘spent’. Please tick as appropriate:  I do **not** have any criminal convictions held against me  I **do** have criminal offences or prosecutions pending against me  If you do have criminal offences held against you, you will be required to provide written details of any convictions, cautions, bind-overs or prosecutions pending should you be selected for interview. Please bring these with you to your interview. | | | | | | | | |
| **Signed** | |  | | **Date:** | |  |  | |
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| Declaration | | | | | | | | |
| I agree that any offer of employment with Buckinghamshire County Museum Trust is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Buckinghamshire County Museum Trust may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998. I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Buckinghamshire County Museum Trust. | | | | | | | | |
| **Signed:** |  | | **Date:** | |  | | | |
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