*Candidate name: ……………………………...*

*Candidate no: …………………………………*

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| **APPLICATION FORM** | |
| **PLEASE COMPLETE AND RETURN TO:**  [**darylle@rwtwales.org**](mailto:darylle@rwtwales.org)  **or:**  **Radnorshire Wildlife Trust**  **Warwick House**  **High Street**  **Llandrindod Wells**  **Powys LD1 6NN** | APPLICATION FOR THE POST OF:  **Finance Manager** |
| CLOSING DATE:  **16th July 2021** |
| NOTES: *PLEASE COMPLETE IN BLACK PEN OR TYPESCRIPT FOR COPYING PURPOSES* | |

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| 1. PERSONAL DETAILS  *Please note that details of the applicant's age & sex are not asked for on this form, to assist in ensuring that RWT's equal opportunities policy is complied with whilst shortlisting. Should we contact you to ask you for interview, our initial approach will be rather impersonal, for which we ask your understanding.* | | |
| SURNAME: | FORENAMES: | |
| ADDRESS: ………………………………………………..  ………………………………………………...  …………………………………….…………..    ………………………….…………………..…  POSTCODE: ………………………………… | | DAYTIME TEL: ………..………………………………  MOBILE TEL: ………………………………………….  EMAIL: …………………………………………………. |

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| 2. PRESENT/ MOST RECENT EMPLOYMENT | |
| EMPLOYER’S NAME: ……………………………………  ADDRESS: ………………………………………………..  ………………………………………………...  …………………………………….…………..    POSTCODE: ………………………………… | DATES OF COMMENCEMENT & LEAVING:  ……………………… - ………………………  REASON FOR LEAVING (IF APPROPRIATE):  …………………………………………………………….  PERIOD OF NOTICE REQUIRED:  ……………………………………………………………. |
| *Please give a brief description of your duties and responsibilities.* | |

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| 3. PREVIOUS EMPLOYMENT/ WORK EXPERIENCE | | | | |
| FROM:  *MONTH/YEAR* | TO:  *MONTH/YEAR* | EMPLOYER | POSITION | REASON FOR LEAVING |
|  |  |  |  |  |

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| 4. TRAINING UNDERTAKEN/ RELEVANT QUALIFICATIONS  *Description of academic and non-academic course(s) undertaken, with date and qualifications obtained.*  *Please include short courses and specialist in-house training etc.* |
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| 5. REFERENCES | |
| *Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be able to comment on your work abilities.*  MAY WE CONTACT YOU REFERENCES PRIOR TO INTERVIEW? *Please circle*  1. YES / NO  2. YES / NO | |
| (1) EMPLOYER’S NAME:  ………………………….…………………………………  ADDRESS: ……………………………………………..    ………………………………………………...  …………………………………….…………..    EMAIL: | (1) EMPLOYER’S NAME:  ………………………….…………………………………  ADDRESS: ……………………………………………..    ………………………………………………...  …………………………………….…………..    EMAIL: |

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| 6. CRIMINAL RECORD |
| *Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or Northern Ireland 1979.* |

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| 7. PLEASE GIVE DETAILS OF WHY YOU SHOULD BE CONSIDERED FOR THIS POST |
| *Before completing this section, please read the job description carefully and relate your answers to the essential and desirable skills described. Continue onto a second page if required but no more than that. Please do not send a CV.* |

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| *For monitoring purposes only – please tell us where you saw this post advertised.*  ……………………………………………………………………………………………………………………………….. |

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| **I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**  SIGNATURE: …………………………………….. DATE: ……………………………..  *PLEASE NOTE ANY FALSE DECLARATION COULD LEAD TO DISMISSAL.*  *You may return this application form via email (with electronic signature) or by post.* |