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Charity registration number: 1121330

JOB APPLICATION FORM

**POST APPLIED FOR: Finance & Administrative Assistant**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Name:**  |  |
| **Address:**  |  |
| **Phone:**  |  |
| **Email:** |  |

#### REFERENCES

|  |
| --- |
| Employment is subject to receipt of references. Please supply details of 2 work referees. These should **not** include relatives or personal friends. The first reference should be from your present employer, or your last employer if you are currently unemployed.  |

|  |  |
| --- | --- |
| Name:  | Name:  |
| Job Title: | Job Title:  |
| Address  | Address |
| Tel:  | Tel:  |

|  |  |
| --- | --- |
| Email:  | Email:  |

The post holder will need to confirm their entitlement to work in the UK. Can you prove your entitlement to work in the UK with an EU Passport, Biometric Residence Permit or other document?

**Where did you hear about this vacancy?**

**DECLARATION**

To the best of my knowledge, the information I have supplied in this application is true and correct. I understand that any false statement may disqualify me from employment or render me liable to dismissal.

Print Name: Date:

This electronic form is considered to be as binding as a handwritten signature.

**Thank you for taking the time to complete this application.**

**Completed Applications, along with a CV, should be emailed to: roger@retasleeds.org.uk**

**Deadline for applications – Friday 1st December 2017**

**Interview Date – Monday 11th December 2017**