**EMPLOYMENT**

The Organic Research Centre

Elm Farm

Hamstead Marshall

Newbury

Berkshire RG20 0HR

United Kingdom

E-mail: [elmfarm@organicresearchcentre.com](mailto:elmfarm@organicresearchcentre.com)

Website: www.organicresearchcentre.com

**APPLICATION**

**FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POSITION APPLIED FOR: ADM1602 - Finance Officer (G7)** | | | | | |
| PERSONAL INFORMATION | | | | | |
| Surname: | | |  | | |
| Forenames: | | |  | | |
| Title (Mr, Mrs, Miss, Ms, Dr etc) | | |  | | |
| Previous names (if any): | | |  | | |
| Current Address: | | |  | | |
| Daytime Telephone Number: | | |  | | |
| Mobile Phone Number: | | |  | | |
| E-mail: | | |  | | |
| Do have the right to take up employment in the UK? | | | Yes/No | | |
| If you do not have the right to take up employment in the UK, would you wish us to assist you in apply for the right to work? | | | Yes/No | | |
| Are you able to make the specified interview date (please indicate closest alternatives if not). | | |  | | |
|  | | | | | |
| **EDUCATION AND QUALIFICATIONS** | | | | | |
| **Schools** | | | | | |
| Establishment | | Dates attended | | | Qualifications Gained |
| **College/University** | |  | | |  |
| Establishment | | Dates attended | | | Qualifications Gained |
| **Do you have any other training, qualifications or skills relevant to the post?** | | | | | |
| Establishment | | Dates attended | | | Qualifications Gained |
| **Do you have any professional memberships?** | | | | | |
|  | | | | | |
| **Employment History**  Please give details of your last three jobs beginning at your present or most recent. Any relevant posts held before then may also be mentioned. | | | | | |
| From | To | Name and address of employer | | | Job title, description of duties and responsibilities, reason for leaving and salary at leaving |
|  |  |  | | |  |
|  |  |  | | |  |
|  |  |  | | |  |
|  |  |  | | |  |
|  |  |  | | |  |
|  |  |  | | |  |
|  | | | | | |
| **Other Information** | | | | | |
| Do you hold a full UK driving licence? If yes, do you have any current endorsements? | | | | | |
| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. | | | | | |
| Have you previously made an application to the Organic Research Centre? If so, when was this and what was the outcome? | | | | | |
| Please use this space to say **why you are interested in the post** for which you have applied, how **your skills and experience meet the personal specification** and what you believe you can contribute. Please also use this space for any other information that may assist your application.  You may use additional space if required | | | | | |
| How many weeks’ or months’ notice do you have to give to your current employer? | | | | | |
| If you are disabled, please give details of any special arrangements you would require to attend an interview. | | | | | |
| Where did you hear about this position? | | | | | |
| **Referees**  Please give details of two referees, one of whom should be your current or most recent employer or, if this is an application for your first job, a teacher or lecturer/supervisor. The other should NOT be a relative or contemporary. We will not take out references unless you are offered the position. | | | | | |
| First Referee | | | | Second Referee | |

**Declaration**

I declare that the information I have given in this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent for the Organic Research Centre to process the data supplied on this application form for the purpose of recruitment and selection.

Signed:...........................................................................

Date:...............................................................................