**EMPLOYMENT**

The Organic Research Centre

Trent Lodge

Stroud Road

Cirencester

Gloucestershire

GL7 6JN

United Kingdom

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

Website: www.organicresearchcentre.com

**APPLICATION**

**FORM**

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| --- | --- | --- | --- | --- | --- |
| **POSITION APPLIED FOR: ADM2001 Head of Finance (G8)** | | | | | |
| 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 applying 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 |
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| **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 job 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:...............................................................................