

**APPLICATION FORM**

**Database and Finance Officer**

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| **Guidance on completing this application form** |
| * Refer to the role description to help you complete the sections in this application form fully.
* If you would like this information in an alternative format, or would like help in completing the form, please contact us jobs@sarcoma.org.uk or 0207 856 0445.
* The information you provide on this application form will be treated as confidential.
* Sarcoma UK will hold this information in accordance with the Data Protection Act 2018 and will only use it for the purpose of your employment application and any subsequent employment.
* For more information on how we store, use and manage your data, please visit our website to read our privacy policy at sarcoma.org.uk/privacy-policy.
* To apply, send this form along with the Equal Opportunities form to jobs@sarcoma.org.uk, by the closing date.
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| **Personal details** |
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| **Full Name** |  |
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| **Pronoun (e.g. they/them, she/her, he/him)** |  |
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|  |  |
| **Home address** |  |
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|  |  |
| **Email address** |  |
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| **Mobile**  |  |
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| **Preferred method of contact** |  |
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| **Education and qualifications** |
| Please give details of your educational qualifications and include relevant courses which you are currently undertaking, starting with the most recent. |
| **Name of school, college or university** | **Qualifications gained or pending** | **Date (From/to)** |
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| **Training and professional membership** |
| Please provide details of any relevant training and professional memberships you currently hold. |
| **Provider or issuing body** | **Training received or membership held** | **Date completed or expiry date** |
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| **Employment history** |
| Please provide details of your work history including paid employment, voluntary roles, and projects you have been part of, starting with the most recent.  |
| **Organisation, company or project** | **Role held and brief description of duties** | **Paid or voluntary?** | **Date (From/to)** |
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| **Personal statement** |
| In the space below, please explain clearly with examples how you fulfil each essential element of the person specification with reference to your experience, skills, and knowledge.  |
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| **Referees** |
| Please provide the names and addresses of two referees, one of whom must be your most recent employer. Referees will not be contacted unless an offer of employment is made. |
| ***Referee one*** |
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| **Full name** |  |
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| **Job title** |  |
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| **Organisation or group** |  |
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| **Address** |  |
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| **Email** |  |
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|  |  |
| **Telephone number** |  |
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|  |  |
| **Relationship to you** |  |
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| ***Referee two*** |
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| **Full name** |  |
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|  |  |
| **Job title** |  |
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| **Organisation or group** |  |
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| **Address** |  |
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| **Email** |  |
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| **Telephone number** |  |
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| **Relationship to you** |  |
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| **Additional information** |
| **Where did you hear about this position?** |  |
| **Have you completed and attached your equal opportunities form?** | Yes / No |
| **Are you eligible to work in the UK?** | Yes / No |
| **We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify here or contact us:** |  |

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| **Declaration** |
| I confirm that the information provided on this application form is true and correct. I understand that deliberate misrepresentation of information or withholding relevant information would lead to my application being rejected or my employment being terminated if appointment has already been made.  |
| **Signature** |  |
| **Date** |  |