**Application for the position of**

**Finance Manager**

|  |  |
| --- | --- |
| Applicant reference number (office use only) |  |

**Section 1: Personal information and educational institutions attended**

This page will be separated from the rest of your application to help reduce the impact of unconscious bias in our shortlisting process. The selection panel will not see your personal information until after they have chosen which candidates to interview.

|  |  |
| --- | --- |
| **Personal information** | |
| Full name |  |
| Preferred name (if different) |  |
| Previous name/s (if any) |  |
| Postal address |  |
| Contact Telephone Number |  |
| E-mail |  |
| Do you have the right to take up employment in the UK? Please list any restrictions that apply to your employment. | Yes / No |
| Interviews will take place in Central Manchester on Monday 22 July. If you have any timing restrictions on the day, please explain here. |  |
| If you have a disability or other individual need, please indicate here any adjustments that we can make to allow you to participate fully in the selection process. |  |
| Where did you hear about this position? |  |
| If you would need to leave an existing job to take up this role, how much notice would you need to give? |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education**  Please list the educational institutions that you have attended. Your qualifications and courses studied should be listed in section 2, on the following page. | | | | | |
| Secondary/high school/s | Dates attended | College/University | Dates attended | Other educational establishment/s | Dates attended |
|  |  |  |  |  |  |

**A close-up of a logo

Description automatically generatedApplication for the position of**

**Finance Manager**

|  |  |
| --- | --- |
| Applicant reference number (office use only) |  |

**Section 2: Application details**

These pages will be considered by the selection panel in order to choose which candidates to interview.

|  |
| --- |
| **Education and qualifications**  To support our objective shortlisting process, please do not include the names of the educational institutions attended or the dates of your qualifications. |
| **Secondary / High Schools** |
| Qualifications gained |
| **College/University** |
| Courses studied and qualifications gained |
| **Other education, training and qualifications** |
| Courses studied and qualifications gained |
| **Any relevant professional memberships** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment History**  Please give details of your last three jobs beginning with your present or most recent job. Then list any additional jobs that you feel are relevant to your application, adding extra rows if necessary. Please include any jobs that you will be referring to when describing how you meet the candidate requirements. | | | |
| **From** | **To** | **Name and address of employer** | **Job title and brief description of your duties (aim for about 50 words per job)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Unpaid work or volunteering experience**  Please give details of any volunteering or other unpaid roles which are relevant to your application, adding extra rows if necessary. Please include any volunteering roles that you will be referring to when describing how you meet the candidate requirements. | | | |
| **From** | **To** | **Name and address of organisation (if relevant)** | **Brief description of your role and responsibilities (aim for about 50 words per role)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Requirements for the role**

Please refer to the Candidate requirements section of the Recruitment Pack and use the following sections to persuade us that you have all of the qualities that we are looking for.

|  |
| --- |
| **Experience**  Please describe how your work and voluntary experience meets the requirements listed in the Experience section of the Candidate requirements table in the Recruitment Pack. You should aim for around 300-500 words for this section. |
|  |

|  |
| --- |
| **Skills and abilities**  Please BRIEFLY describe some examples of how you have demonstrated the points listed in the Skills and abilities section of the Candidate requirements table in the Recruitment Pack. You should aim for around 300-500 words for this section. |
|  |

|  |
| --- |
| **Personal statement**  Please tell us, briefly, why you want to be considered for this role. We will use your responses above to identify how well your skills and experience fit our needs, so what we are interested in here is why you want to work for Friends Meeting House and why this particular job appeals to you at this time. This is also the place to describe how you have demonstrated the Personal qualities described in the Candidate requirements table in the Recruitment pack. You should aim for around 300-500 words for this section. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 friend. We will only contact referees after interview. | | | |
| First Referee | | Second Referee | |
| Name |  | Name |  |
| Organisation and referee’s role |  | Organisation and referee’s role |  |
| Address |  | Address |  |
| Phone |  | Phone |  |
| Email |  | Email |  |
| Relationship  Eg: supervisor |  | Relationship  Eg: Supervisor |  |

**Please email your completed form as a single document in an editable format (ideally as a word file) to** **[mary@manchesterquakers.org.uk](mailto:mary@manchesterquakers.org.uk) by 10am on Tuesday 16 July.**

By submitting this application, you are declaring that the information you have given is, to the best of your knowledge, true and complete. If it is subsequently discovered that any statement is false or misleading or that you have withheld relevant information, your application may be disqualified or, if you have already been appointed, you may be dismissed.

**A close-up of a logo

Description automatically generatedApplication for the position of Finance Manager**

**Section 3: Equity and diversity monitoring form**

We are working towards greater equity, and it would be helpful for us to know a little about the characteristics of the people applying to join our team. If you are happy to help with that, please answer the questions in this section of the form, which will be separated from sections 1 and 2 by a member of the team who is not involved in shortlisting. Any information that you choose to share will only be used to provide statistics for monitoring purposes. **You do not have to complete this page and any choice you make to leave all or part of it blank will have no influence on the outcome of your application.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** (please use the term that you prefer) | | | | |  | | | | | | | | | | | | | |
| **Age** | 16-24 |  | 25-34 |  | | 35-44 | |  | 45-54 |  | 55-64 |  | 65+ |  | | | | |
| **Marital status**, including civil partnership or other committed partner relationship (please use the term that you prefer) | | | | | | | | | | | | |  | | | | | |
| **Sexual orientation** (please use the term that you prefer) | | | | | | |  | | | | | | | | | | | |
| **Religion or belief** (please use the term that you prefer) | | | | | | |  | | | | | | | | | | | |
| Do you have responsibility for dependents, including children, relatives or other people for whom you are the main **carer**? | | | | | | | | | | | | | | | Yes |  | No |  |
| Do you consider yourself to be **disabled** (including any physical or mental health condition that has a substantial and long-term effect on your ability to carry out day to day activities)? | | | | | | | | | | | | | | | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnicity.** Please indicate which group or groups (as listed in the 2021 UK census) you most identify yourself as belonging to | | | | | | | | | | |
| **White** | | | **Mixed / multiple ethnic groups** | | **Asian / Asian British** | | **Black / African / Caribbean / Black British** | | **Other ethnic group** | |
| English, Welsh, Scottish, Northern Irish or British |  | White and Black Caribbean | |  | Indian |  | Caribbean |  | Arab |  |
| White and Black African | |  | Pakistani |  | African |  | Any other ethnic group – please describe below |  |
| White and Asian | |  | Bangladeshi |  | Other – please describe below |  |
| Irish |  | Other – please describe below | |  | Chinese |  |  | |
| Gypsy or Irish traveller |  | Other – please describe below |  |  | |
| Roma |  |  | | |  | |
| Other - please describe below |  |
|  | |