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| Application for Employment |

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| Post title  **Finance Officer** |
| Surname and initials |

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| Current or latest work experience | | |
| Name and address of employer | | |
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| Position held | From (D/M/Y) | To (D/M/Y) |
| Notice required | If P/T, state hours per week/ weeks per year | |
| Reason for leaving or wishing to leave current/last employment | | |
| Please summarise your current duties and responsibilities | | |

Salaries are assessed according to the level of qualifications, skills and experience brought to the job and only within the range advertised. If there is a level below which you would not accept the offer, please indicate the amount: £ per annum/pro rata (delete as applicable).

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| Previous work experience  List your experience in order, beginning with the most recent | | | |
| Dates of employment | | Organisation  (include nature of business and number of employees) | Job title, main role(s) and reason for leaving. Also indicate if post is full or part time. If part-time, give % full time (e.g. 0.5) |
| From  (D/M/Y) | To  (D/M/Y) |
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| Education and Qualifications |

a) Secondary education

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| Qualification(s) | Subjects | Level/grade |
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b) Completed further and higher education and professional qualifications, giving highest qualification first. If period of study was longer than normal to obtain the qualification, explain (e.g. part-time study)

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| Period of study | | Academic qualification(s) | Subject(s) | Level/grade | Institution/Provider |
| From  D/M/Y | To  D/M/Y |
|  |  |  |  |  |  |

c) Further/higher education/professional qualification(s) currently being undertaken

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| Qualification/Level | Subject(s) and method of study  (e.g. full-time, part time, distance learning) | Exam/end date | Institution/provider |
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d) Membership of Professional Bodies

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| Professional body | Period of membership | Grade obtained |
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| Further information in support of your application  (continue on separate sheet if necessary) |

Please provide any further evidence of the extent to which you meet each of the selection criteria specified for the job. Of particular interest would be: how you have kept your knowledge and skills up to date; examples of your achievements; any professional activity; training (subject and level), and why you wanted to apply for this job.

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Personal information

(\* delete as applicable)

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| Post title  **Finance Officer** |

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| Surname | Given names | | Title |
| Address | | | |
| Email | | | |
| Tel no (day)  May we call you during the day? Y/N\* | | Tel no (evening) | |
| National Insurance no | | Current salary | |
| Do you require a work permit to work in the UK?  Y/N\* | | Do you have a current driving licence?  Y/N\* | |

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| References  **Please give details below of two relevant referees, one of whom must be your current or most recent employer.** | |
| Title/Name | Title/Name |
| Position | Position |
| Working relationship and date(s) | Working relationship and date(s) |
| Address | Address |
| Tel no (day) | Tel no (day) |
| Email | Email |
| Fax no | Fax no |
| May we contact this referee prior to interview? Y/N\* | May we contact this referee prior to interview? Y/N\* |

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| Confidential Disclosure of Criminal Convictions | | | |
| As a potential employee of HTC UHI, an educational establishment, the post may involve contact with young people under the age of 18 and vulnerable adults. The post is therefore covered by the Exemptions Order to the Rehabilitation of Offenders Act 1974 and spent convictions have to be declared.  UHI is a registered body with the Scottish Criminal Record Office Disclosure Service and HTC complies with their Code of Practice.  Any information you provide will be treated as strictly confidential and will be considered only in relation to the particular application you have made.  Disclosure of a conviction or caution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in light of all the information available - a main consideration will be whether the offence is one which would make a person unsuitable to work in a capacity which provides the opportunity for access to young persons or vulnerable adults.  Please enter the details of any conviction or caution order below. If you have not been convicted of any criminal offence, please enter NONE. (Please use a separate sheet if necessary.) | | | |
| Date and Nature  of Offence | Where Offence  Occurred | Date of Conviction  and Court | Sentence |
|  |  |  |  |
| A check will be made against the successful candidate to verify the information provided above. This will involve HTC obtaining either a standard or an enhanced disclosure (dependent upon the role) from the Scottish Criminal Record Office Disclosure Service. | | | |

Declaration

The information on this form will be used in accordance with the Data Protection Act 1998 to consider your application for employment with Highland Theological College UHI and, if appointed, may be processed by computer or form the basis of manual records. If used for the production of summary statistics, it will not be possible to identify individuals and you consent to the information being used for these purposes.

Providing false or misleading information anywhere on your application will disqualify you from appointment or if appointed will render you liable to dismissal without notice. By signing below you declare that the information you have given is to the best of your knowledge true and complete.

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| Signed:  Date:  (type name if submitting electronically) |

Completed application forms should be emailed to: [alan.buist@uhi.ac.uk](mailto:alan.buist@uhi.ac.uk)

**Closing date for receipt of applications: Thursday 31st July by 5pm.**