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**Application Form**

**Finance and Data Officer**

| **Please complete all sections, sign and return this form, with a covering letter and any additional information, to Forres Area Community Trust, using the contact details provided at the end of this form** |
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**PERSONAL DETAILS**

Full Name:  
Address:  
Email Address:

Telephone Number:

How did you hear of this vacancy?:

**APPLICANT DETAILS**

| **1. Education and Training;** include any qualifications obtained and grades where relevant |
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| **2. Employment History;** starting with current/most recent, include employer, job role and dates | |
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| **3. Outline of Competencies - Skills, Abilities, Knowledge**  Please indicate, in between 200 and 500 words and with specific examples how you meet each of the essential criteria listed on the person specification, with information on any of the desirable criteria which you also satisfy. If you currently satisfy only some of the essential criteria, please outline how you plan to obtain the required level of competency. | |
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| **4. What are your reasons for applying for the post?**  Please explain, in under 300 words, your reasons for applying for this position and how you feel you can bring additional value of our organisation. This is the part of the application form where you can bring to our attention any qualities you believe we should be aware of. |
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**Please nominate two referees, one of which should be your present or most recent employer, who can comment on your competencies. We will only approach referees after interviews.**

| **Name** |  | **Name** |  |
| --- | --- | --- | --- |
| **Address** |  | **Address** |  |
| **Tel.** |  | **Tel.** |  |
| **Email** |  | **Email** |  |
| **Job Title** |  | **Job Title** |  |

**Please tell us if you have any particular needs we should take into account when arranging interviews. The interview process will include a short presentation or task and questions from an interview panel.**

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Do you have any restrictions on your right to work or remain in the UK? YES ◻ NO ◻

Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK.

Please confirm that, if you are offered a position, you would be prepared to supply and allow us to make a copy of any documents relevant to information in this application. YES ◻ NO ◻

| Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Please ensure that you have completed all the sections of the form and return with a covering letter to:**  audrey@forresarea.org  or post to:  Mrs Audrey Boyd  Forres Area Community Trust  Forres Town Hall  High Street  Forres  IV36 1PB  **Please mark the envelope or email “Confidential for Finance Manager” by the closing date of 5pm, Friday 28 March, 2025 (please note we reserve the right to close this vacancy early should sufficient applications be received).** |
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Phone: 01309 674388 Monday to Friday 10am to 4pm

Web: www.forresarea.org