**Cartwheel Arts Ltd**

**110 Manchester Street, Heywood,**

**Lancs, OL10 1DW**

Position applied for: **Finance Officer**

Please complete all sections of this application form in reference to the Job Description and Person Specification.

Only details given Sections 4, 5, 6 & 7 will be scored initially to ensure a blind recruitment process that aims to eliminate bias as far as possible.

**Section 1 - Personal Details**

Name:

Pronouns:

Address:

Telephone:

E-mail:

I have the right to work in the UK YES / NO

Please state access requirements you would like us to know about:

**Section 2 - Referees** (references will not be taken until after any interview)

Referee 1 Name:

Occupation:

Address:

Telephone:

E-mail:

In what capacity do you know this person:

Referee 2 Name:

Occupation:

Address:

Telephone:

E-mail:

In what capacity do you know this person?

**Section 3 - Education**

Please list the school/college/university, the name of any courses completed and the grade/qualification acquired.

**Section 4 - Training**

Please give the name and details of any training you have undertaken.

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**Section 5 - Previous Employment or Voluntary Work**

Please list the Employer/Company name, the time frame you worked with them and provide a brief outline of your duties.

**Section 6 - Relevant Interests and Experience**

Please describe why you think you are suitable for this position and what you would like to gain from it.

Applications will be scored based on how an individuals’ previous experience meets all of the points in the Person Specification.

*You may use up to three A4 sheets in total.*

**Section 7 - IT Skills**

Please select the option that best fits your previous experience with the following systems:

Microsoft Office including Excel A LOT / SOME / NONE

Data filing systems e.g. Google Drive A LOT / SOME / NONE

Booking-keeping Software inc. Quickbooks A LOT / SOME / NONE

**Section 8 - Declaration**

I declare that the information given in this form is correct:

Signed:

Date:

**Anonymous Recruitment Monitoring**

As part of the application process we would be grateful if you can complete this monitoring form: <https://forms.gle/kdQFcDdumbnjThpR9>

It helps us to assess whether we are reaching a wide network for job opportunities.

**Thank you for completing this application form. Please return the application form and monitoring form by e-mail to** **jobs@cartwheelarts.org.uk**

Candidates shortlisted for interview will be notified by email in the first instance, but we may also contact you by phone to confirm arrangements. Please make sure you have given us your number, preferably mobile.

We regret that we will only be able to give feedback to those candidates invited for interview.