



Post: Finance Assistant
Closing Date: 22nd June 12 noon
Interviews on the Monday 26th June in Leeds

Please do not enclose a CV, use this form to tell us about your work experience and qualifications.

We will not read CVs. We will only read what is on this form.

The part of the application that contains your personal details will be removed before shortlisting.

This means that when we are shortlisting, we will not know anything about you other than your skills and experience to do this job.

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|-----------|
| Name: |
| Address: |
| Postcode: |
| Tel: |
| Email: |

If you are working at the moment and you intend to leave your current job role what is your notice period?

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Do you have any support needs at the interview?
If yes, please tell us here.

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We ask people that apply for the role of Project Worker, to tell us if they have any unspent convictions under the Rehabilitation of Offenders Act 1974.

If you are not sure what this means you can contact Inclusion North **0113 2444792** or contact Nacro **0300 123 1889**

Nacro is a national social justice charity with more than 50 years' experience of changing lives, building stronger communities, and reducing crime. They house, educate, support, advise, and speak out for and with disadvantaged young people and adults.



There is a separate form at the bottom of this application form that must be completed by every one that applies for a job. The information you tell us will not be kept with your application form during the recruitment process.

Criminal record declaration form

| Surname: | | Forename: | |
|--|--|------------------|--|
| <p>This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to tell us about convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, you can contact Inclusion North for further advice or you can also contact Nacro Tel: 0300 123 1889.</p> <p>Do you have any unspent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered yes, you now have two options on how to tell us about your criminal record.</p> <p>Option 1: Please provide details of your criminal record in the space below.</p> <p>Option 2: You can tell us about your record on a separate piece of paper and attach in an envelope stapled to this form. The envelope should be marked CONFIDENTIAL and should have your name and the details of the post you are applying for. If you have attached these details separately please mark with an X here ____</p> | | | |
| <p>DECLARATION</p> <p>I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Inclusion North</p> <p>Signed: _____ Date: _____</p> | | | |

Please provide one professional & one personal reference.
These people must have known you for 2 years or more and must not be related to you.

If you have a job now one of these must be your Line Manager.

Professional Referee

Name:

Address:

Postcode:

Telephone:

Email:

How do they know you?

Personal Referee

Name:

Address:

Postcode:

Telephone:

Email:

How do they know you?

Tips on completing this part of the form.

Please look at the Person Specification and explain how you meet each of the criteria listed within it. We shortlist people based on how closely they match the Person Specification.

Tell us about things you have done in the past that demonstrate how you match the Person Specification. This might be something you have done at work or as a volunteer.

**Why would you like the Finance Assistant job?
Why are you the right person for the role?**

Cont....

If you need more space, please use an extra sheet.

Please send your completed application form:

FAO Daniel Proctor , Inclusion North, Suite 12a, Unity Business Centre,
26 Roundhay Road, Leeds, LS7 1AB.

By email: daniel.proctor@inclusionnorth.org

Please direct any enquiries to Daniel a who will pass you on the relevant
Manager. Telephone: 07494 772618