A picture containing logo

Description automatically generated

CJA Finance Administrator (Part-time) application form

*Please do not attach a copy of your CV. Only information contained on this application form will be considered during the shortlisting process.*

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| Personal details | | | | | |
|  |  |  |  |  |  |
| Last name |  |  | First name |  |  |
|  |  |  |  |  |  |
| Address |  |  | Daytime Tel No. |  |  |
|  |  |  |  |  |  |
|  |  |  | Mobile |  |  |
|  |  |  |  |  |  |
|  |  |  | Email |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| Postcode |  |  |  |  |  |
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| --- | --- | --- | --- | --- |
| **Current or most recent job** | | | | |
| Job title | |  | | |
| Employer | |  | | |
| Date started |  | | Date left |  |
| Salary | |  | | |
| Notice period required | |  | | |
| Outline of role and responsibilities | | | | |
|  | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employment history: *Please list your previous employment, starting with the most recent, including any relevant unpaid and voluntary positions. Continue on a separate sheet if necessary.* | | | | | | | |
| **Employer** | **Post held** | | | **From/to** | | **Brief description of duties** | | |
|  |  | | |  | |  | | |
| Education: *Please list your educational history from secondary school (or equivalent) onwards.* | | | | | | | | |
| **Institution (e.g. university or school)** | | **From** | **To** | | **Qualifications gained e.g. BA, GCSEs etc** | | **Subjects and grades obtained** | |
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| **Training:** *Please list any other relevant training qualifications, courses or awards obtained.* |
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| **Personal statement:** *Using the Person Specification as a guide please show how your experience, abilities and interests make you a suitable candidate for this post.* *Continue on a separate sheet if necessary (up to no more than* two *pages)* |
| **References** |
| *Appointment is subject to references. Please specify two people (not related to you) willing to provide an assessment of your suitability for this post. One should be your current or most recent employer.* |

|  |  |
| --- | --- |
| **First referee** | |
| Name |  |
| Relationship to candidate |  |
| Address |  |
| Telephone no. |  |
| Email |  |
| May this referee be approached prior to interview? Yes No | |
|  |  |
| **Second referee** |  |
| Name |  |
| Relationship to candidate |  |
| Address |  |
| Telephone no. |  |
| Email |  |
| May this referee be approached prior to interview? Yes No | |

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| --- |
| **Eligibility for employment** |
| Are you eligible to work in the United Kingdom?Yes No |

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| --- | --- | --- | --- | --- |
| **Candidates with disabilities** | | | | |
| If you have a disability please tell us about any special requirements or equipment which may assist you during the interview and selection process and/or in carrying out the job.  *While we encourage you to complete this section so that we can meet any special requirements you may have, completion is optional.* | | | | |
| Declarations | | | | |
| I declare that the information given on this application form is true and complete to the best of my knowledge. I understand that the Criminal Justice Alliance has the right to verify claims made in this application and any subsequent findings of misleading/false information may lead to disciplinary action and dismissal.Data Protection Act 1998 I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems in accordance with the Data Protection Act 1998. | | | | |
|  | | | | |
| Signed |  | Date |  |  |
|  |  |  |  |  |
|  | | | | |

**Please return your completed application form to recruitment@criminaljusticealliance.org.uk**