**Application No. (For Art Reach office use only)**

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**Finance Manager – Application Cover Form**

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| Please Note: |
| 1. You are strongly advised to read the Job Application Pack before completing this form.
2. This form should be submitted with 1.) a cover letter explaining your reasons for applying for the post and how you meet the person specification outlined in the Job Description 2.) An up to date CV with details on education, qualifications and relevant work experience and 3.) Equal Opportunities Form (optional - see below)
3. Please submit your full application electronically to Art Reach by email hello@artreach.org.uk.
4. The closing date is 5pm, Monday 31 October.
5. Applications received after the closing date will not normally be considered.
6. **Data Protection -** The information that you provide on this form will be held confidentially by Art Reach and will not be provided to any third party without your previous formal consent.
7. **Equality of Opportunity at Art Reach –** *Art Reach continuously strives to be an equal opportunities organisation and is committed to ensure equality of opportunity in all areas of its work. Embedded within the company, Art Reach has the commitment to encourage, value and manage diversity and ensure that no person receives less favourable treatment. We would appreciate your help in monitoring our policy by completing an Equal Opportunities Form online* here >> <https://www.surveymonkey.co.uk/r/GMEqualOps>

*Thank you.*  |
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| Personal Details |
| **Title** e.g. Mr/Mrs/Ms/Prof, etc.: | **Address:** |
| **First Name (s):** |
| **Surname** | **Post Code:** |  |
| Telephone contact/Mobile – please indicate your preferred first contact number: |
| Email:  | Other: |
| Post applied for: | Finance Manager |

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| Current Employer or Last Employer |
| Job Title: |
| Responsible to: | Date Appointed: |
| Employer’s Name: | Present Salary: |
| Employers Address:  | Present Grade: |
|  | Other Benefits: |
|  | Post Code: | Notice Required or Date Left: |
| Brief Description of Duties: |

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| **General Information:**Are you related to a Board member of Art Reach or any of its employees? |
| Yes ¨ | No ¨ | If ‘Yes’ please give details |
| Have you been convicted of a criminal offence (other than motoring offences and spent convictions) |
| Yes ¨ | No ¨ | If ‘Yes’, please provide information in a separate document |
| Do you have any restrictions on your right to work or remain in the UK? |
| Yes ¨ | No ¨ | If ‘Yes’, please provide information in a separate document |

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| **Referees**: Please give details of a minimum of two people who are prepared to act as referees for you. One of these should be your present employer (or most recent) employer. References will only be taken up for applicants selected for interview. Please indicate below where you don’t wish a particular referee to be contacted prior to interview.  |
| Name: | Name: |
| Position Held by Referee: | Position Held by Referee: |
| Organisation: | Organisation: |
| Address: | Address: |
|  | Post Code: |  | Post Code: |
| Telephone: | Telephone: |
| Email:  | Email: |
| May we contact prior to interview? Yes ¨ No ¨ | May we contact prior to interview? Yes ¨ No ¨ |

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| **I confirm the details in this form are correct:** Name:  Date: |