**There are 8 sections to this application.**

**Please complete them all and upload your completed form into the Application Portal.**

**We don’t ask for your name or contact details in this form, as you have already provided these within the Application Portal. Keeping this information separate helps us review and compare applications as fairly as possible**.

|  |  |
| --- | --- |
| **Section 1: Positive Action (optional)** | |
| If you have lived experience of the criminal justice system or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application.  If you answer yes, you will be invited for a first interview if you meet our minimum criteria, which means that:   * You submitted a complete application, before the deadline * You provided relevant information on your work history and training & qualifications without significant unexplained gaps * We scored your application as ‘met’ for all criteria tested through the application questions. | |
| **Would you like us to apply our positive action policy when reviewing your application?**  Please answer yes or no – you do not need to disclose any further information. | yes / no |

**Continued…**

**Section 2: How you share our values, passions and beliefs**

Our Recruitment Pack section ‘What we value’ lays out the core values, passions and beliefs which drive our work and are shared by the women who work with us.

**Values:** compassion, collaboration, creativity, courage, change, equity & fairness

**Passions:** social and racial justice and improving the lives of women affected by the criminal justice system

**Belief:** the power of theatre to transform lives

In the box below, please give us three specific examples of the importance of these to you, one paragraph for each example. You do not need to cover all of them.

If you need more space, the box will expand as you type.

|  |
| --- |
|  |

**Section 3: Person Specification questions**

Here are three questions relating to the first three points on the Person Specification for this role. Please answer each question as concisely as you can, in the box below the question.

If you need more space, the boxes will expand as you type.

|  |
| --- |
| 3a) Focusing on your bookkeeping qualification(s) or equivalent experience, choose three of the points on the Job Description, and explain how your qualification(s) or experience have prepared you for this area of responsibility. |
|  |

|  |
| --- |
| 3b) Tell us why you are interested in working for a charity and how your experience so far demonstrates this interest. |
|  |

|  |
| --- |
| 3c) Please give an example of a task you were responsible for when attention to detail and/or data accuracy was important. Describe the task, the type of detail or data involved, and why accuracy was important. |
|  |

**Section 4: Your work and volunteering history**

In the blank space below, please give a summary of your work, work experience, work placement and volunteering history.

For employment / full time roles, include the role title, the name of the organisation, the time period that you held this role, your main responsibilities and reason for leaving.

For periods of freelance work / short term / multiple roles, please group similar roles together and summarise.

The format and length of this section is up to you. You can copy and paste this information directly from your CV if you like.

**Section 5: Your Qualifications & Vocational Training**

In the blank space below, please give details of qualifications / part-qualifications and training you’ve completed. Include the name of the qualification or course, the name of the organisation you trained with, the relevant dates, and level/grades achieved if applicable.

For school /sixth form college certificates, just tell us about the highest level you achieved and you can summarise your results.

The format and length of this section is up to you. You can copy and paste this section directly from your CV if you like.

|  |  |
| --- | --- |
| **Section 6: Your availability** | |
| The recruitment pack tells you when we are planning to hold interviews. If invited to interview, are there any days or times during the interview period that you would not be available? |  |
| If you were offered the role, when you be able to start work? |  |

|  |  |  |
| --- | --- | --- |
| **Section 7: Referees**  Please give details of two people who can give you a professional reference. At least one of these should be your current or most recent employer / supervisor. Referees will only be contacted if a conditional offer has been made to you, and only when you tell us it’s ok to do so. | | |
|  | **First referee** | **Second referee** |
| Name & Job Title |  |  |
| Working relationship to you *(eg. your Manager)* |  |  |
| Organisation |  |  |
| Email |  |  |
| Phone |  |  |

**Section 8: Equal Opportunities Monitoring Form**

Before you submit your application, please complete our equal opportunities monitoring form by clicking on the link below. Every question has a ‘prefer not to say’ option. These forms are completely anonymous and cannot be linked in any way to your application, and they are really important in helping us to understand the range of candidates we are reaching.

**Link to equal opportunities monitoring form:** [**Finance Officer Equal Ops form**](https://forms.office.com/Pages/ResponsePage.aspx?id=DYiVxSKemEW6rGX6l9P4unVyVtan0jRJhnI_kSNJ841UQVE4QkJBQUJRTkI0QVMxUDAwNURLR0ZBWS4u)

**Please check that you have not revealed your name or contact details within this form before you upload it.**

**Thank you very much for taking the time to apply.**