**Application for Finance & HR Administrator**

(for job description see <http://www.outcomesstar.org.uk/about-triangle/triangle-careers/>)

**Closing date for applications:** Please complete this application form electronically, save with your first name and surname as the document title and email to angela@triangleconsulting.co.uk to arrive no later than Monday, 16th November 2020, 12pm

**Interviews:** 25th and 26th November 2020

Please note that in compliance with the General Data Protection Regulation (GDPR), Triangle collects the requested personal information below for the sole purpose of recruiting for the above position and will delete your details following conclusion of this process. We will share your details with relevant members of staff and, if required, with third parties. If Triangle wishes to keep hold of this information beyond the completion of recruitment (e.g. for future vacancies), we will expressly request your consent to do so and tell you why we want to keep it for longer. You can at any time request to see your personal details and that we delete them, if you change your mind.

**Personal details**

|  |  |
| --- | --- |
| Surname:  | Title:  |
| Forename(s):  |
| Home address (including postcode):  |
| Email:  |
| Telephone number:  |
| Mobile number:  |
| Work address (including postcode):  |
| Work Email:  |
| Work telephone number:  |
| Work mobile number:  |
| May we contact you by telephone [ ]  or email [ ]  at work? (please indicate as appropriate) |
| Period of notice in present post:  |
| Please give your present/last annual salary, and details of any additional benefits/allowances:  |

**Education and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University/College | Subject | Frommonth/year | Tomonth/year | Results |
|  |  |  |  |  |
| Technical, professional, commercial, or relevant in-house training |
| College/Institute | Type of training | From(month/year) | To(month/year) | Results |
|  |  |  |  |  |
| Membership of professional bodies/Professional registration |
| Secondary School | Examinations passed | Frommonth/year | Tomonth/year | Grades |
|  |  |  |  |  |

**References**

|  |
| --- |
| Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace. Relatives may not be given as referees. |
| One |  | Two |  |
| Name: Job title of referee: Relationship to you: Address: Tel. no.: Fax no.: Email:  | Name: Job title of referee: Relationship to you: Address: Tel. no.: Fax no.: Email:  |

**Current and previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name, address and type of business | Positions held(briefly describe duties) | From (month/year)To (month/year) | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Interests and Achievements**

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| --- |
| Please state below other interests and achievements outside of work and education (200 words maximum) |
|  |

**Reasons for applying and suitability**

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| --- |
| Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. (400 words maximum) |
|  |