

APPLICATION

FOR THE POST OF

FINANCE DIRECTOR

Salary: in the region of £50,000 p.a.

CLOSING DATE: Friday 26 March 2010

Geffrye Museum, Kingsland Road, London E2 8EA

APPLICATION FOR THE POST OF: FINANCE DIRECTOR

Please complete clearly using black ink and return to the address above no later than the date on the cover sheet. This form will be treated in strict confidence.

PERSONAL DETAILS

Surname:

Other Names:

Title (Mr/Mrs/Miss/Ms):

Address:

Telephone No.

Day:

Evening:

Mobile:

E-mail address:

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.

Do you need a work permit?

If you already have a work permit, when does this expire?

(Please note that your current permit may not be valid for this post.)

REFERENCES

One reference should be your current or most recent employer. If you do not wish us to contact your referees before interview please indicate.

Name:

Name:

Address:

Address:

Telephone:

Telephone:

**You may/may not contact
prior to interview**

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prior to interview**

Where did you see this post advertised?

Have you applied for a job with the Geffrye Museum before?

YES/NO

EDUCATION AND PERSONAL QUALIFICATIONS

Dates	School/College of Further Education/ Professional Association	Examinations passed and Qualifications

(Continue on additional sheet if necessary)

CURRENT EMPLOYMENT	
Post:	Date appointed:
Name and Address of Employer:	
Current Salary:	Period of Notice:
Summary of main duties and responsibilities:	

(Continue on additional sheet if necessary)

PREVIOUS EMPLOYMENT

Dates	Employer Name and Address	Job Title and Main duties	Reason for Leaving	Salary

(Continue on additional sheet if necessary)

YOUR HEALTH

Number of days illness during the last year: _____

Please give details of any serious illnesses:

FURTHER INFORMATION

State how your experience, skills and training gained both inside and outside paid work or through study meet the selection criteria for the post described in the job specification.

Please state anything else in support of your application.

(Continue on a separate sheet if necessary)

AVAILABILITY FOR INTERVIEW

Dates when not available for interview:

**Do you require any special arrangements to be made to enable you to attend an interview?
If so, please specify.**

When could you take up duty, if appointed?

DECLARATION

CANVASSING OF THE GEFFRYE MUSEUM TRUSTEES DIRECTLY OR INDIRECTLY, IN CONNECTION WITH THIS APPOINTMENT, OR PROVIDING FALSE/MISLEADING INFORMATION ON THIS FORM, WILL DISQUALIFY YOU FROM APPOINTMENT OR IF APPOINTED WILL RENDER YOU LIABLE TO DISMISSAL WITHOUT NOTICE.

I hereby declare that I have read and understood this form and that the information given is, to the best of my belief, correct.

Signature of Applicant _____ Date _____

