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| Rathbone Logo Colour 1 | **APPLICATION FORM** |
| Morcom House, Ledsam Street, Ladywood, Birmingham B16 8DN  Email: [jobs@rathbone.co.uk](mailto:jobs@rathbone.co.uk)  [www.rathbone.co.uk](http://www.rathbone.co.uk)  Reg Charity no 516557 Co Limited by Guarantee no 1887850 | WMCA AEB - Adult Qualifications - The Development Managerbirmingham-city-council-vector-logo | My Family Our Needsinvestor  **Matrix Symbols 003** C:\Users\local_sbateman\INetCache\Content.MSO\C1160AB4.tmp |

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| |  |  | | --- | --- | | **Vacancy Job Title: Director of Finance, Administration & IT** | **Full-time (36.5 hours a week)** |  |  |  | | --- | --- | | **Where did you see the job advertised?** |  |   **Personal Details:**   |  |  |  |  | | --- | --- | --- | --- | | Surname |  | Forenames |  | | Address |  | Postcode |  |   Contact:   |  |  |  |  | | --- | --- | --- | --- | | Daytime |  | Mobile |  | | Evening |  | Email address |  |   **Health: indicate any major illness in the last 5 years**   |  | | --- | |  |   **Do you have a disability?** Yes/No  **Education**   |  |  |  |  | | --- | --- | --- | --- | |  | Dates | Full /Part time | Qualifications/Course completed | | Secondary School |  |  |  | | Further/Higher Education |  |  |  | | Technical or Professional |  |  |  |   **Employment History**  Present (or most recent) employment   |  |  | | --- | --- | | Name and Address of Employer |  | | Start date |  | | Leave date |  | | Current job title |  | | Full or part time |  | | Reason for leaving / wishing to leave |  | | Notice required |  | | Current Salary (or Salary on leaving) |  | | Duties and Responsibilities |  |   **Previous employment**   |  |  | | --- | --- | | Name and Address of Employer |  | | Start date |  | | Leave date |  | | Current job Title |  | | Full or part time |  | | Reason for leaving |  | | Notice required |  | | Salary on leaving |  | | Duties and Responsibilities |  |   Continued- Please take account of the last five years’ employment.   |  |  |  | | --- | --- | --- | | Dates | Employer | Position held, full or part time, responsibilities, and reason for leaving | | From:  To: |  |  | | From:  To: |  |  | | From:  To: |  |  |   **Interests external to work**   |  | | --- | |  |   **Additional Information (including how you think you meet the job and person specification requirements). Please write as much as you feel necessary to help us understand what you have to offer.**   |  | | --- | |  |   **Referees**  Give names and addresses of two people (not relatives) one of whom should be your present or most recent employer, whom you have asked to act as a referee   |  |  |  | | --- | --- | --- | |  | Referee 1 | Referee 2 | | Name |  |  | | Position |  |  | | Company |  |  | | Address |  |  | | Tel No |  |  | | E-mail address |  |  | | Relationship to you |  |  |   Do you have any objections to references being taken up prior to interview? Yes/No |

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| I confirm that to the best of my knowledge the information given on this form is correct.  Signed ---------------------------------------------------Date-----------------  (If returning this form by email please type in your name. If you are selected for interview we will ask for a signature at the time.) |

Return this form when completed to [jobs@rathbone.co.uk](mailto:jobs@rathbone.co.uk) by the deadline of 12.00 noon Monday 10th January 2025, along with the completed Rehabilitation of Offenders and the Equal Opportunities monitoring forms.

December 2024