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**EMPLOYMENT APPLICATION**

**Please answer the question on page 2 AND submit a comprehensive CV**

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| **Position applied for**: | **Head of Finance** |

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| **PERSONAL DETAILS** | |
| Forename(s) |  |
| Surname (s) |  |
| Address |  |
| Postcode |  |
| Best Contact Telephone Number |  |
| Email address |  |
| Do you have a full current driving licence? | YES/NO |
| Where / how did you hear of this vacancy? |  |
| Are you legally entitled to work in the UK? (Evidence will be required before commencement of employment) | YES/NO |
| Have you been a client of Arc’s within the past two years? | YES/NO |
| Are you related to a current Arc employee? | YES/NO |

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| **REFERENCES**  Arc will request two references if you are successful in your application. |

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| **DATA PROTECTION** |
| Taunton Association for the Homeless Ltd trading as Arc are committed to protecting and respecting your privacy. TAH is a registered data controller, Data Protection (ICO) Registration Z5477676. TAH will collect and use information about all applicants in accordance with legislation, our Data Protection Policy and Privacy Statement. Copies are on our website and available on request.  Generally, this means we will keep your application documents 6 months after your application and then they will be destroyed if your application is unsuccessful. |

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| **DECLARATION** | |
| I confirm that the information I have given on this application form together with my attached CV and any other documentation I have submitted is to the best of my knowledge and belief, true in all respects.  I understand that, any deliberately false or misleading statements may result in my application not being considered, any future offer of employment may be rescinded. If you have been successful with this application and Arc has employed you, your employment may be terminated without notice at any point that the false information comes to light . | |
| Signature | A digital signature or printing of your name is acceptable, and we will ask you to sign the form if you are invited to interview. |
| Date |  |

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| **Please tell us:**   1. **Why you have applied for this role** 2. **Describe the experience, skills and personal qualities you bring to the role based on the job description and person specification** |
| The box will expand. Whilst being succinct, please use as much space as you feel is required to fully answer both parts of the question. |