

# TEARFUND

## Application Form for Senior Finance Officer

Tearfund will treat this form as private and confidential.

### 1. Personal Information

Name		Gender	
Date of Birth (AD)		Marital Status	
Age		Nationality	
Permanent Address		Postal Address (if different)	
Email Address		Mobile No. (if appropriate)	
Telephone (daytime)		Telephone (evening)	

### 2. Qualifications

Level	Subject	Institution	Date	Results
<i>e.g. B.A.</i>	<i>e.g. Business Studies</i>	<i>e.g. Kathmandu University</i>	<i>eg. 1997-99</i>	<i>eg. 1<sup>st</sup> division</i>

### 3. Work Experience

Employer	Job Title	Main Responsibilities	Dates of Employment	Reason for Leaving

### 4. Achievements in your work life

**Describe what you believe are your major achievements so far in your work life (PLEASE USE NO MORE THAN 250 WORDS)**

## 5. General Questions

**5a) Describe a time when you took the initiative to improve or change something for the better.**

**5b) In your current (or most recent) job, how did you share information, skills and knowledge in a way that strengthened and empowered others?**

**5c) Choose two of the Tearfund values that you feel to be particularly important; for each describe a time when you acted in accordance with that value in your workplace** (Tearfund's Values can be found on the 4<sup>th</sup> page of the Job Description/Person Specification)

## 5. Suitability for this post

**With specific reference to the essential and desirable attributes/skills listed in the Person Specification for this post, please summarise clearly and concisely how your background, training, skills and experience make you an ideal candidate for this post. (PLEASE USE NO MORE THAN 500 WORDS)**

**6. Motivation for applying for this post**

**From what you have found out about Tearfund and this post, what is your motivation for applying for this role? (PLEASE USE NO MORE THAN 250 WORDS)**

## 8. References

Please provide us with **two professional references**. One needs to be your most recent line manager.

### **Reference 1:**

Title:	
First name:	
Surname:	
Address:	
Phone:	
Email:	
Job Title / Leadership Position:	
Organisation:	
May we approach this referee without further permission?	

### **Reference 2:**

Title:	
First name:	
Surname:	
Address:	
Phone:	
Email:	
Job Title / Leadership Position:	
Organisation:	
May we approach this referee without further permission?	

### **Declaration:**

- Tearfund has a Child Protection and Vulnerable Adults Policy which may be discussed at interview. The candidate agrees that it is everyone's responsibility to help create a safe place for children and vulnerable adults.
- I confirm that to the best of my knowledge all the facts set out in this application are true and complete. I understand that any fabrication may lead to disqualification from the selection process or dismissal if appointed.

By completing and submitting this application you are confirming that the information you have provided is correct to your knowledge. You should be aware that any job offer made to you is subject to full reference and background checks.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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