Dear Candidate,

**Appointment of Finance Assistant for the Universities Federation of Animal Welfare (UFAW) and Humane Slaughter Association (HSA)**

Thank you for your interest in the role of Finance Assistant. The Universities Federation for Animal Welfare ([www.ufaw.org.uk](http://www.ufaw.org.uk)) and the Humane Slaughter Association ([www.hsa.org.uk](http://www.hsa.org.uk)) are two highly respected charities, based in Wheathampstead, Hertfordshire, that promote advances in animal welfare through science and education internationally.

If you wish to apply for this post, please **complete the application form**, **attach a CV** and a **cover letter** explaining how you meet the selection criteria for this job. These three documents constitute your application and should be sent, preferably by email, to The Secretary of UFAW, Jane Moorman ([moorman@ufaw.org.uk](mailto:moorman@ufaw.org.uk)).

The closing date for receipt of applications is noon on the 4th January 2019. Interviews will be held 14th January 2019.

We look forward to receiving your application.

With best wishes

Jane Moorman

**Charity Secretary**

The Old School, Brewhouse Hill

Wheathampstead, Hertfordshire AL4 8AN, UK.

Tel: +44(0)1582 831818 Fax: +44(0)1582 831414

Website: <http://www.ufaw.org.uk> Email: ufaw@ufaw.org.uk

Application Form

|  |  |
| --- | --- |
| Application for the post of: | Finance Assistant UFAW and HSA |
| How did you hear of this vacancy? |  |
| If you require this document in a different format please contact the secretary at moorman@ufaw.org.uk | |

|  |  |
| --- | --- |
| Personal details | |
| Full Name: |  |
| Home Address: |  |
| Postcode: |  |
| Home Tel No: |  |
| Mobile No: |  |
| Work Tel No: |  |
| Email Address: |  |
| National Insurance Number: |  |
| Will you have any special requirements if invited to interview? | |
| Do you have any allergies that might affect your ability to perform the job you have applied for?  Yes  No  If you have any physical or mental impairment which you consider might effect your normal day to day activities would the provision of any aids or modification assist you with the carrying out the duties of this post?  Yes  No  If yes please provide details below. | |
| Do you hold a clean full driving licence Yes  No  Do you have your own vehicle? Yes  No  Are you prepared to supply the appropriate documentation for a DBS check if your application is successful? Yes  No | |

|  |  |  |
| --- | --- | --- |
| Qualifications (including degrees) | | |
| Name of Awarding Body | From – To | Type of course and qualifications gained |
|  |  |  |
| \*Please provide evidence of original certificates at interview stage | | |
| Other courses attended | | |
| Name of provider | From – To | Type of course and qualifications gained |
|  |  |  |
| \*Please provide evidence of original certificates at interview stage | | |

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| Please give an account of how you can meet the requirements of the job based on the job description supplied. |

**What is your current working pattern?**

Full-time  Part-time  Flexi-time  Prefer not to say

If other, please detail:

This application is a part of our procedure for the recruitment of staff. It has been designed to allow you to give us a clear, accurate picture of yourself and your career history. Please complete the form as fully as possible. If any section is too small for your purposes, please write any additional information on a separate sheet of paper which you should attach firmly to this form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Present and past employment.** Please start with your present or last employer and work backwards, include any periods when you were not working with brief details. | | | | | |
| From  (month/year) | To  (month/year | Name and Address of employer | Position held | Last Salary | Reason for leaving |
|  |  |  |  |  |  |
| Please describe the duties and responsibilities of your present or most recent post. Mentioning your likes and dislikes and reasons for them and the skills and abilities you have acquired from your work experience to date: | | | | | |

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| Career development |
| Do you have any special career aims? |

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| --- |
| Additional information |
| Is there anything else you would like to tell us? |

|  |  |  |  |
| --- | --- | --- | --- |
| References | | | |
| Please give details of two employment references covering your employment history. One of these must include your manager from your most recent employer. | | | |
| Name: |  | Name: |  |
| Company: |  | Company: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Tel No: |  | Tel No: |  |
|  | | | |
| I understand an appointment, if offered, will be subject to the information on this form being correct and the receipt of acceptable references.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

The closing date for receipt of applications is noon on the 4th January 2019. Interviews will be held on Monday 14th January 2019.

## Please return this form addressed to: Jane Moorman at moorman@ufaw.org.uk