# BHN APPLICATION FORM - PART 2

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| Post applied for | Finance and Office Manager  |  | Application number(For internal use only) |  |

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| **PAID WORK HISTORY (if any)** |
| **Name & address of organisation** | **From** | **Position held** | **Description of job and responsibilities:** |
| **To** |
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| **VOLUNTEERING** |
| **Name & address of organisation** | **From** | **Position held** | **Description of volunteering done** |
| **To** |
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| **EDUCATION** |
| NAME OF SCHOOL/ COLLEGE/UNIVERSITY | **From** | **Qualifications gained**  |
| **To** |
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| **OTHER RELEVANT COURSES & TRAINING** |
| **Name of course** | **From** | **Qualifications gained and grades** |
| **To** |
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| **OTHER INTERESTS** |
| Please use this space to list some of your hobbies and interests, and to indicate any other organisations that you are involved with. |
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| **SKILLS & EXPERIENCE** |
| This is the most important part of this form! Please use this space to provide evidence of how your experience, skills and knowledge match those detailed in the person specification. It’s usually easiest to do this by answering the essential criteria, followed by the desirable criteria found in the Person Specification, giving clear evidence of how you meet the criteria. Do give as much detail as you can of the experience and skills you have and remember we value volunteering experience just as much as work experience. Try to keep your answer to less than 1000 words if possible.  |
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**REFERENCES (one should be a work or volunteering referee and one should know you personally but not be a relative or partner)**

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| --- | --- | --- | --- | --- |
| Name |  |  | Name |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address |  |  | Address |  |
|  |  |  |
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| Postcode |  |  |  | Postcode |  |  |

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| --- | --- | --- | --- | --- |
| Telephone |  |  | Telephone |  |
| Email |  |  | Email |  |
| Relationship |  |  | Relationship |  |

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| **ADVERTISING RESEARCH** |
| To assist in improving our recruitment process, please tell us how you heard about the vacancy.  |

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| **RETURN YOUR COMPLETED APPLICATION TO:** **recruitment@bhn.org.uk** |
| **Closing Date for Application is 19th April @5PM** |
| Include all 3 parts: Part 1, Part 2 and the Equal Opportunities form |