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**APPLICATION FORM FOR THE POST OF**

**Bookkeeper**

**Guidance notes on completing your Application Form**

Please complete the Application Form provided to ensure an equitable recruitment process. CVs in lieu of the Application Form cannot be accepted.

The Application Form is designed to ensure that applicants provide the necessary information to determine how they meet the requirements of the role and the shortlisting criteria. You should ensure that *all* sections of the Application Form are completed.

You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria. Shortlisting will be carried out on the basis of the essential criteria, using the information provided by you on your application form. Please note ABC reserves the right to use any desirable criteria at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.

You should ensure that you provide evidence of your relevant experience in your Application Form, giving length of experience, examples and dates as required.

It is not sufficient to simply list your duties and responsibilities or to simply state that you meet the criteria as this must be fully demonstrated in response.

ABC Community Network (ABC) will not make assumptions from the title of the applicant’s current or previous posts or the nature of the organisation as to the skills and experience gained.

Write down clearly your personal involvement in any experience you quote. The panel needs to hear how **you** actually carried out a piece of work.

The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you should be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.

If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.

Only the details provided by you in your Application Form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.

The quality of your written English will also be assessed as part of the application process.

It is preferable to complete the form using MS Word before printing it and signing the hard copy. If you choose to handwrite it, please do so legibly using black ink. If you need to continue any section onto a separate sheet, please mark that sheet clearly with the number of the section to which it refers. Do not enclose any material other than that requested.

**In order to be considered for this role please email a copy of your completed Application Form to Emma Brannigan, at** [**emma@abccommunitynetwork.com**](mailto:emma@abccommunitynetwork.com) **by Thursday 24th July at 5pm.**

**Interviews are anticipated to take place the week beginning 4th August 2025.**

Completed Application Forms should be submitted to: [emma@abccommunitynetowrk.com](mailto:emma@abccommunitynetowrk.com)

**PLEASE COMPLETE ALL SECTIONS**

Reference number:

(Internal use only)

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:**  (Block Letters) | **Forename(s):**  (Please underline name by which you are known) | **Title:**  (Mr / Mrs / Miss / etc) |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Home Address:** | | **Address for Correspondence:** | |
|  | |  | |
| **Post Code:** |  | **Post Code:** |  |

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| --- | --- | --- |
| **Contact Details** | | **Transport and IT** |
| **Home:** |  | **Do you hold a full, current driving licence with business insurance and have access to the use of a car or some other appropriate form of transport to carry out the duties of the post in full?**  Yes / No |
| **Mobile:** |  |
| **Email:** |  | **Do you have IT literacy, proficiency with Microsoft Office, including Outlook, Word, Excel and PowerPoint?**  Yes / No |

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| **Eligibility to work in the UK** |
| **Do you require a work permit to work in the EU?**  Yes / No  If yes, please give details. |

1. **Academic and Professional Qualifications and Registrations**

Please detail degree level qualifications, professional qualifications and/or current professional registrations

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| **Awarding Body** | **Description** | **Date Awarded** |
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1. **Employment History**

Current Employment (If not in employment, most recent post)

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| **Name and address of current employer** | **Job Title** | **Date appointed** (dd/mm/yy) |
| Name:  Address: |  |  |
| **Current Basic Salary** | **List other current package benefits**  **(**e.g. pension, health care, car allowance etc) | **Period of Notice Required** |
| £ |  |  |
| **Reason for leaving and leaving date, if applicable** | | |
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| **Principal duties (maximum 200 words)** | | |
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**Past Employment**

List in reverse chronological order.

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| --- | --- | --- |
| **Employer Name and Employment Dates**  **From** dd/mm/yy  **To** dd/mm/yy | **Position Held and**  **Description of Main Responsibilities**  Bullet points please | **Reason for Leaving:** |
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**Continue on a separate page if necessary**

1. **Selection Criteria**

The following sections ask you to outline how you meet the essential criteria and, where relevant, desirable criteria to be used by the panel when shortlisting for interview. You must clearly demonstrate how you meet each criterion giving relevant examples and providing full details of any relevant qualifications with the grade or level obtained. The shortlisting panel will not make assumptions as to your qualifications, experience, circumstances, skills and/or knowledge. **Refer to guidance notes (p1).**

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| **Essential Criteria: 4.1** | **Please demonstrate here how you meet the requirement to have 2 years of financial or bookkeeping experience or a qualification in bookkeeping, SAGE, or another related subject.** **Maximum 200 words.** |
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| **Essential Criteria: 4.2** | **Please tell us how you meet the requirements in managing sales and purchase ledger activities, bank payments, reconciliations, and financial reporting. Maximum 200 words.** |
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| **Essential Criteria: 4.3** | **Please tell us how you meet the requirement of having experience in monitoring expenditure against grants, contracts, or funding requirements. Maximum 200 words.** |
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| **Essential Criteria: 4.4** | **Please describe how you manage multiple tasks, meet deadlines, and work independently with minimal supervision. Maximum 200 words** |
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| **Essential Criteria: 4.5** | **Tell us how you have demonstrated your communication skills verbally and written, with the ability to explain financial information clearly. Maximum 200 words** |
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| **Essential Criteria: 4.6** | **Please demonstrate how you plan and organise your daily tasks.**  **Maximum 200 words** |
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| **Essential Criteria: 4.7** | **Please demonstrate your IT literacy and proficiency with Microsoft Office Applications. Maximum 200 words** |
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| **Desirable Criteria: 4.8** | **Please describe any experience you have working in the charity or voluntary sector, especially involving small community groups or managing grant-funded activities. Maximum 200 words** |
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| **Desirable Criteria: 4.9** | **What is your understanding of charity accounting principles, such as managing restricted and unrestricted funds**. **Maximum 200 words** |
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**Referees**

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| **Please name two referees who have knowledge of your present and/or most recent work and who are in a supervisory managerial capacity.**  (Please note that referees will not be contacted until a candidate is selected as final preferred candidate.) | |
| Name:  Occupation:  Relationship to Referee:  Address:  Postcode:  Telephone Number:  Email: | Name:  Occupation:  Relationship to Referee:  Address:  Postcode:  Telephone Number:  Email: |

**Personal Declaration**

I declare that to the best of my knowledge, the information given is honest and accurate. I understand that any willful mis-statement or omission renders me liable to disqualification or, if appointed, to dismissal.

I understand that the appointment is subject to receipt of satisfactory references, the verification of qualifications required for the post (as per the Person Specification) and the relevant check on the Disclosure of Criminal Convictions.

I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the Data Protection Act 1998 and the General Data Protection Regulation.

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| --- | --- | --- | --- | --- |
| **Signed:** |  |  | **Dated:** |  |

**Consent to Disclosure of Criminal Convictions:**

ABC Community Network (ABC) reserves the right to and will only seek such information in respect of persons to whom we have made a conditional offer of employment.

ABC will treat the information with the utmost sensitivity and confidentiality.

ABC will not withdraw a conditional offer of employment because a person has a criminal record.

ABC will keep an open mind and will make a final decision following a risk assessment.

I understand that if I am shortlisted for interview I will be required to complete a self-disclosure of criminal convictions. I understand that as per the Access NI Code of Practice, ABC Community Network must ask me to disclose if there is any reason why I cannot work in regulated activity.

The information provided will not be discussed at the interview itself. A separate arrangement will be made if clarification is required.

A criminal record will not necessarily be a bar to obtaining a position.

I hereby give my consent

**Signed:**

**Dated:**

Reference number:

(Internal use only)

**Reasonable Adjustment Enquiry:**

**Do you have a disability in respect of which you would like ABC Community Network to consider making a reasonable adjustment to facilitate you undertaking the post?**

YES NO (Please delete as appropriate)

If yes please give details:

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Reference number:

(Internal use only)