



**The Conservators of Ashdown Forest**  
**The Ashdown Forest Centre**  
**Wych Cross**  
**Forest Row**  
**EAST SUSSEX RH18 5JP**  
Phone: 01342 823583  
e-mail: [conservators@ashdownforest.org](mailto:conservators@ashdownforest.org)  
web: [www.ashdownforest.org](http://www.ashdownforest.org)

## **APPLICATION FORM:**

### **Finance Manager**

**The Board of Conservators is an equal-opportunity employer and welcomes applications from all sections of the community. Applications will be held securely for twelve months and then destroyed.**

<b>Personal Information</b>			
Surname:		Forenames:	
Title (Mr, Mrs, Miss etc):		Previous names (if any):	
Address:			
Tel: Daytime		Tel: Mobile	
Email:			

<b>Present/Most Recent Employment</b>			
<b>Job Title/Position &amp; Salary:</b>			
Name and address of employer:			
Employed from/to:		Notice required:	
Briefly describe your current or last job, its main purpose, and your responsibilities.			
Reason for leaving:			

### Previous Employment

Please list in chronological order for the past 10 years (most recent first). Include permanent and temporary work and work experience.

<b>Job Title/Position:</b>	
Name and address of employer:	
Employed from/to:	
Briefly describe the role; its main purpose and your responsibilities.	
<b>Job Title/Position:</b>	
Name and address of employer:	
Employed from/to:	
Briefly describe the role; its main purpose and your responsibilities.	
Reason for leaving:	
<b>Job Title/Position:</b>	
Name and address of employer:	
Employed from/to:	
Briefly describe the role, its main purpose, and your responsibilities.	

**Management Training**

Please list any training relevant to the post applied for.

<b>Course Title(s):</b>	<b>Organisation(s):</b>	<b>From/to:</b>

**General Education**

From degree level to A level or equivalent in chronological order

<b>Establishments:</b>	<b>Qualification(s) gained:</b>

**Membership of Professional Institutes**

<b>Institute(s):</b>	<b>Level of membership(s):</b>	<b>Year of Award(s):</b>

**Other information related to Education / Training**

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

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**Selection Criteria**

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The elements of the Person Specification will be used by the short-listing panel to determine which applicants are invited to the next stage of the recruitment process. Referring to the Person Specification, please state clearly and succinctly how you believe you meet the criteria for each numbered requirement, paying particular attention to the areas marked 'Essential'. (Continue on additional sheets if necessary).

**Experience:**

**Knowledge:**

**Skills & Competencies:**

**Personal Attributes:**

**Other:**

<b>References</b>		
Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer, academic or character reference. Neither referee should be a relative or family friend.		
Please tell us in what capacity do you know them?	Are you happy for us to approach your referees now?	
<b>Do you have the right to take up employment in the UK?</b>	<b>YES</b>	<b>NO</b>

<b>Driving Licence</b>		
<b>Do you hold a current Driving Licence?</b>	<b>YES</b>	<b>NO</b>
<b>If YES, please state the type of licence held:</b>		
<b>Do you have any current endorsements?</b>	<b>YES</b>	<b>NO</b>
<b>If YES, please specify:</b>		
<b>If you are disabled, please give details of any special arrangements you would require to enable you to attend the interview?</b>		

<b>If you are successful, when could you take up your post?</b>

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information my application will be disqualified or, if I have already been appointed, I may be dismissed. I hereby consent to the Conservator of Ashdown Forest processing the information supplied on this application form for the purposes of recruitment and selection.

**Signed:**.....

**Date:**.....