

Dove (Littlehampton) Ltd
Finance & Administration Officer
APPLICATION FORM

All applicants must fully complete an application form using black ink. When answering these questions please refer to the information provided for this post

PLEASE NOTE WE DO NOT ACCEPT CV.s AND THESE WILL BE DISREGARDED DURING SHORTLISTING

FULL NAME:

ADDRESS:

POSTCODE:

DAYTIME TELEPHONE NUMBER:

MOBILE NUMBER:

EVENING TELEPHONE NUMBER:

(INDICATE IF MESSAGES CAN BE LEFT FOR YOU AT THESE NUMBERS WITH A TICK BESIDE THE NUMBER)

EMAIL ADDRESS:

CURRENT / MOST RECENT EMPLOYER

NAME AND ADDRESS OF EMPLOYER:

Type of business:

Position held:

Dates of employment; From: _____ **To:** _____

Reason for wishing to leave current employment:

Amount of notice required by current employer:

How soon would you be free to take up this post if offered it?

Are you eligible to work in the UK? Yes / No Do you need a work permit? Yes / No

DECLARATION

I confirm that the information I have provided in this application is true and correct and that I have not canvassed any employees, Directors, Trustees or other parties in respect of this appointment. I understand that any false statements on this form may lead to dismissal from the service.

SIGNED **DATE**

REFEREES please give the names and addresses of two referees who have known you for longer than six months (not a relative) who may be approached, at least one of these should be your present or last employer.

REHABILITATION OF OFFENDERS AND CRIMINAL RECORDS

If you have any criminal convictions please provide details.

**PLEASE NOTE THE SUCCESSFUL CANDIDATE WILL HAVE TO UNDERGO A
DISCLOSURE AND BARRING SERVICE (DBS) CHECK.**

CANVASSING / RELATIONSHIP

Are you known or related to any Trustee, Director, employee or volunteer working for Dove (Littlehampton) Ltd? YES NO

If so please give their name (s), position and relationship to you:

REFEREES Please give the names and addresses of two referees who have known you for longer than six months (not a relative) who may be approached, at least one of these should be your present or last employer

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL:

**CAPACITY IN WHICH KNOWN:
FOR HOW LONG:**

NAME:

ADDRESS:

TELEPHONE NUMBER:

EMAIL:

**CAPACITY IN WHICH KNOWN:
FOR HOW LONG:**

May we approach referee prior to interview?
YES NO

May we approach referee prior to interview?
YES NO

EDUCATION AND TRAINING

SCHOOL, COLLEGE ETC	DATES FROM TO	SUBJECTS STUDIED AND QUALIFICATIONS OBTAINED

ANY OTHER TRAINING Please give details of any other training or education you have had which is not covered in the section above

VOLUNTARY (UNPAID) ACTIVITY e.g. helping at school, faith group, community centre, residents association, social club etc.

CURRENT / MOST RECENT DUTIES AND RESPONSIBILITIES

Please describe your current (or most recent) work responsibilities.

Large empty box for writing current/most recent work responsibilities.

PREVIOUS EMPLOYMENT Please start with employment immediately prior to current / most recent job and work backwards. Continue on a separate sheet if necessary.

Employer – name, address and type of business	Position held and brief summary of duties	Dates employed (from & to) and reason for leaving

ADDITIONAL INFORMATION The job specification sets out the requirements we will be looking for. Please use this space to tell us about your skills and abilities in relation to these requirements

Health

Should you be invited to interview, you will be asked to provide us with details of any adjustments we should make for you in order to ensure that the interview is accessible.

You will not be asked any other questions relating to health before or during the interview process. Once a selection has been made, the preferred candidate will be asked to disclose any health condition which they believe may have an impact on their ability to perform effectively in the role. In the unlikely event that further professional advice is needed about how we can adapt the work to the candidate's needs, an occupational health appointment will be arranged at the charity's expense before appointment is confirmed. Dove (Littlehampton) Ltd is committed to providing equality of opportunity to all members of the community and will make all reasonable efforts to meet the needs of applicants.

Please return your completed application form to:

Mike Clayden
Dove (Littlehampton) Ltd
49 Beach Road
Littlehampton
BN17 5JG

Marked Confidential

Or Email mjclayden@dove-lodge.org.uk

The closing date for applications is 19th January 2026
Interviews for the position are to be held on 27th January 2026