Please complete all sections of this form.

Please return your completed form to [info@charitytaxgroup.org.uk](mailto:info@charitytaxgroup.org.uk)

If this application form is required in an alternative format, please contact CTG on [info@charitytaxgroup.org.uk](mailto:info@charitytaxgroup.org.uk) and we will endeavour to assist with your request.

**Job details:**

|  |  |
| --- | --- |
| Position applied for: | Treasurer |
| Where did you see this position advertised? |  |

**Personal details:**

|  |  |
| --- | --- |
| Title: |  |
| First name: |  |
| Surname: |  |
| Pronouns used: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

**For office use:**

|  |  |
| --- | --- |
| Reference number: |  |

**Your suitability for this role:**

|  |
| --- |
| *Please explain how you feel you meet the requirements for being the CTG Treasurer (referring to the role description), together with any further information you feel may help your application (such as your motivation for applying). The information here will be used to assess your suitability for this position.* |

**Professional and educational qualifications (if applicable):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (to – from)** | **School / College / Examining body** | **Qualification** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment history and professional experience (if applicable):**

|  |  |  |
| --- | --- | --- |
| **Dates (to – from)** | **Name and address of employer** | **Job title and brief description of duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Other relevant information:**

|  |
| --- |
| *Please give us any other information relevant to your application that hasn’t been outlined elsewhere or provide further details. Please give details of any relevant involvement with other organisations, any pastimes or hobbies, and details of any relevant achievements.* |

**Criminal record:**

|  |  |
| --- | --- |
| Do you have any ‘unspent’ criminal convictions under the Rehabilitation of Offenders Act 1974? | Yes / No |
| If “yes”, please give details on a separate sheet and attach in a sealed envelope marked ‘private and confidential’, for the attention of Recruitment Officer**.** | |
| Is there any relevant court action pending against you? | Yes / No |

**Referees:**

|  |  |
| --- | --- |
| Treasurer roles are subject to the receipts of satisfactory written references. Please give the name and contact details of two referees (who should not be related to you). We will not contact these referees unless you are successful in your application. | |
|  | |
| *Referee 1* |  |
| Name: |  |
| Address: |  |
| Contact number and email |  |
| Nature of referee: |  |
| May we contact your referee prior to interview if you are shortlisted? |  |
|  | |
| *Referee 2* |  |
| Name: |  |
| Address: |  |
| Contact number and email: |  |
| Nature of referee: |  |
| May we contact your referee prior to interview if you are shortlisted? |  |

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give CTG the right to withdraw or terminate any position offered.
2. I am happy for CTG to retain my application form for the purposes of this specific vacancy only and understand that once this position is filled, if my application is unsuccessful, all my documentation will be destroyed. If successful, I agree that all documentation will be retained for the duration of the position and for up to six years thereafter, and understand that information will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of CTG, any role offered may be withdrawn.

Signed …………………………………………………. Date ……………………………………

Please return this form to: [info@charitytaxgroup.org.uk](mailto:info@charitytaxgroup.org.uk)

**Thank you for taking the time to complete this application form.**