

British Thyroid Foundation – Job application form

Post applied for: Finance Officer
Closing Date 18 November 2026

Please complete each section.

Replace the bracketed prompts with your answers, or write in the spaces if completing by hand.

If a question does not apply, write 'Not applicable'.

You can add rows or continue on a separate sheet if you need more space.

1. Personal details

Surname / family name [Enter surname]	First name(s) [Enter first name(s)]
Home address [Enter address]	
Postcode [Enter postcode]	Phone number [Enter phone number]
Email address [Enter email address]	
Nationality [Enter nationality]	Are you eligible to work in the UK? [Enter Yes or No]

2. Present employment

Employer's name [Enter employer's name, or Not applicable]	
Employer's address and postcode [Enter address and postcode]	
Job title [Enter job title]	Start date [Enter month and year]
Reason for leaving / wishing to leave [Enter your answer]	
Notice period [Enter notice period]	

3. Employment history

List your previous roles, starting with the most recent. Include dates, employer details, job titles, and relevant skills and responsibilities.

From – to (month / year)	Employer name and address	Job title	Skills and responsibilities
[Enter dates]	[Enter employer details]	[Enter job title]	[Describe your skills and responsibilities]

4. Education and qualifications

Institution	Address	Qualification	Start – end dates
[Enter institution]	[Enter address]	[Enter qualification]	[Enter dates]

5. Supporting information

Explain how your skills and experience meet the requirements of the post. Include relevant examples and any other information that supports your application. You can refer to the person specification in your answers.

Explain why you are applying for this position.

Continue on a separate sheet if needed.

[Enter your supporting information]

6. Referees

Please provide contact details for **two people who have agreed to act as referees**.

Ideally one a personal referee and one a previous employer. The charity treats all references confidentially and will confirm your permission before contacting them.

Details	Referee 1	Referee 2
Title and name	[Enter title and name]	[Enter title and name]
Address	[Enter address]	[Enter address]
Postcode	[Enter postcode]	[Enter postcode]
Phone number	[Enter phone number]	[Enter phone number]
Email address	[Enter email address]	[Enter email address]
Relationship to you	[Explain how they know you]	[Explain how they know you]

7. Declaration

I confirm that the information provided above is correct.

Signature: _____

Date (DD/MM/YYYY): _____

Please return this application form along with an up to date CV to Julia.priestley@btf-thyroid.org