

APPLICATION FORM

Please complete all sections and return to c.kelly@izvg.co.uk with a CV.

Please indicate which position you are applying for:

Part Time Accountant/Business Manager

.....



Personal Details		
Surname:	First Name:	Title:
Address:	Telephone number:	
	Alternative telephone number:	

Where did you hear about this vacancy?

Current or most recent employment	
Employer's name and address:	Job title:
Present basic salary:	Other benefits:
Date appointed:	Date left employment (if applicable):
Reason for seeking other employment:	Notice period required:

Previous employment history (list most recent first)				
Job title	Name and address of employer	Dates of employment		Reason for leaving
		From	To	

Qualifications (from secondary school, list most recent first)			
School, College, University	Examinations passed	Grade	Date achieved

Membership of professional organisations

Please give all details including current level of membership

Job related training

Please give all details including course title and dates

Skills and other information

References

Please give the names and contact details of two people who are able to provide references relating to your experience and suitability for this post. One must be your present or most recent employer, or academic principal if you are leaving education.

Referee 1	Referee 2
Name:	Name:
Job title:	Job title:
Address:	Address:
Telephone number:	Telephone number:
Email address:	Email address:
In what capacity do you know the referee?	In what capacity do you know the referee?
May we contact the referee before consulting you?	May we contact the referee before consulting you?

I certify that the information I have provided is both complete and accurate and I understand that false statements will disqualify my application.

Signature:

Print Name:

Date:

Please return completed applications to c.kelly@izvg.co.uk with a CV.