

APPLICATION FORM

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| POST: ACCOUNTS & ADMINISTRATION ASSISTANT (BELFAST)CLOSING DATE: 4PM MONDAY 25TH JUNE 2018 |

# PERSONAL DETAILS

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel no for contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REFEREES**

Please name two referees, one of whom should have knowledge of your present or most recent employment.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

These referees may be approached if you are shortlisted for interview, unless you specify otherwise.

**EDUCATION / TRAINING QUALIFICATIONS** – Examinations passed or to be taken or training undertaken.

Subject Level Grades attained

**PROFESSIONAL QUALIFICATIONS**

Professional body Qualification By award or examination

**PRESENT EMPLOYMENT**

Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of present or most

recent employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please outline main duties, responsibilities of your current position and any major achievements.

Date Appointed \_\_\_\_\_\_\_ Present Salary\_\_\_\_\_\_\_\_\_ Period of Notice\_\_\_\_\_\_\_\_

**EMPLOYMENT HISTORY**

Please outline, starting with the latest, any previous positions you have held which are relevant to the application, with a brief description of duties and relevant dates. Please include any relevant voluntary work.

**RELEVANT EXPERIENCE TO THIS POST**

In this section please show how your skills, experience and abilities demonstrate how you meet the criteria outlined in the person specification using examples from your previous employment or voluntary work.

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**Please insert extra pages if needed.**

**DETAIL ANY ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

# GENERAL

**Particular Requirements**

If you are a disabled person please let us know if you have particular requirements we should know about in order to offer you a fair selection interview, or to make reasonable adjustment to work arrangements?

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| WHERE DID YOU SEE THIS POST ADVERTISED? |

# DECLARATION

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| I declare that the information given in this application form is correct to the best of my knowledge, and I understand that any offer of employment will be dependent on references being considered satisfactory.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CRIMINAL RECORDS CHECK FORM ENCLOSED**

**Please return your completed application form to:**

**Vivienne Reid**

**Centre for Independent Living NI**

**Beechill Business Park**

**96 Beechill Road**

**BELFAST BT8 7QN**

**vivienne@cilni.org**