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| FINANCE AdministratorEmployment Application |  |

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| Applicant Information |
| Last Name |  | First |  | M.I. | Date |  |
| Street Address |  | House No. |  |
| City |  | County |  | Post Code |  |
| Phone |  | E-mail |  |
| Marital Status |  |
| Are you in good health? | YES [ ]  | NO [ ]  | If no, explain |  |
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| Education |
| Please give a brief chronological resume of your education, highlighting qualifications with dates, grades and establishments. |
| From / To |
| Establishment |
| Qualifications |
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| From / To |
| Establishment |
| Qualifications |
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| From / To |
| Establishment |
| Qualifications |
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| **EXPERIENCE WITH COMPUTER SOFTWARE PACKAGES** |
| What experience have you had of computer software packages to date? |
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| PAYROLL AND AUTO ENROLMENT |
| Please list the experience you have had in administering payroll and auto- enrollment. |
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| **FINANCIAL REPORTING** |
| Please state the experience you have had of providing monthly management reports together with the  |
| preparation of reconciled bank account statements. |
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| **YEAR END ACCOUNTING** |
| What recent experience have you had of managing budgets and producing year end accounts for the auditors? |
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| focus on the job applied for |
| Provide any additional information or comments you wish to bring to the attention of the selection panel. |
| You may find it helpful to address the attributes as set out in the Person Specification. |
| and voluntary work. You may  |
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| **OTHER COMMITMENTS** |
| Do you have any special commitments which must be honoured in the future? |
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| **SELF DISCLOSURE** |
| Please state if there are any previous convictions you have received in the past, giving dates and brief details. |
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| Previous Employment |
| **Company** |  | Phone |  |
| Address |  |  |  |
| Job Title |  | Date from |  | Date to |  |
| Responsibilities |  |
| Reason for Leaving |  |  |  |  |  |
| **Company** |  | Phone |  |
| Address |  |  |  |
| Job Title |  | Date from |  | Date to |  |
| Responsibilities |  |
| Reason for Leaving |  |  |  |  |  |
| **Company** |  | Phone |  |
| Address |  |  |  |
| Job Title |  | Date from |  | Date to |  |
| Responsibilities |  |
| Reason for Leaving |  |  |  |  |  |
| **Company** |  | Phone |  |
| Address |  |  |  |
| Job Title |  | Date from |  | Date to |  |
| Responsibilities |  |
| Reason for Leaving |  |  |  |  |  |
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| References |
| Please supply contact details of two referees that we can contact. (Please note that references will be sought on all short listed candidates). |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |
|  |  |
| E-mail |  |
| Full Name |  | Relationship |  |
| Company |  | Phone |  |
| Address |  |
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| E-mail |  |
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| Disclaimer and Signature |
| I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. |
| Signature |  | Date |  |