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| FINANCE Administrator  Employment 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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| **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 |  | |