

APPLICATION FORM

Post: Bookkeeper

Hospitalfield

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Please note that the closing date for this job vacancy is 5pm Friday 30 March. To apply for this post please fill in this form and include your statement based on the job description and person specification provided.

Interviews will be held at Hospitalfield House during the first week of April

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| --- | --- |
| Title |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Post Code |  |

|  |  |
| --- | --- |
| Home Telephone Number |  |
| Mobile Number |  |
| E mail address |  |

|  |  |
| --- | --- |
| Are you eligible to work in the UK |  |
| Are you registered disabled |  |
| If yes please provide us with your disability number and details: |  |

To complete the next part of the application please refer to the job description that is provided with this application form. This will describe exactly the experience that we are looking for. If you require any further information please call to discuss.

Please give details of your training and qualifications as they are relevant to this post:-

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Please give details of your relevant work experience:-

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Please give the names, address and contact details of your two most recent employers as referees. References will only be requested after interviews:-

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Are you available for interview during the first week of April 2018? Please advise of your avaiilability

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| Yes: |
| No: |

I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

Hospitalfield undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.