

Application Form

Thank you for your interest in working at Almond Valley. Please complete this application form clearly and as fully as possible. You can download this editable pdf, save it to your device, complete it fully and save again, then forward it as an attachment.

Post of Accounts and Financial Administrator

1.) Personal Details

First names / Forenames	<input type="text"/>		
Surname / Family name	<input type="text"/>		
Current Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Home telephone No.	<input type="text"/>	Mobile	<input type="text"/>
E-mail address	<input type="text"/>		

2.) Academic Qualifications

Course of study	Institution	Dates of study	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.) Three little words

Suggest three words that sum up your personality.

4.) Employment History

	Dates: from....until	Name and Address of Employer	Job Title	Reason for leaving
most recent				
previous				
previous				
previous				
previous				

5.) References

Please give us the name of two people who can be contacted in the event of you being invited to interview, who would provide a reference as to your good character and performance at work.

Name	Telephone	e-mail	How do you know this person?

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974. If yes, please give full details

6.) About You

Please tell us briefly what interests you most about this post.

7.) More about you

Please outline how your experience, interests and talents suit the requirements for this post

8.) Declaration

My signature confirms that all the information given on this application is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK and can provide original documentation to confirm this.

Signed

Date

Do you require any specific adjustments to enable you to attend an interview and/or job experience session at any stage of the recruitment process? If "Yes", please give details.

In compliance with the Data Protection Act, the personal information that you disclose to us as part of the recruitment process will be used only for the purposes of that process. If your application is successful, and you accept an offer of employment, the application form, references and any other information you supply will be used to form the basis of your personal record. If your application is unsuccessful your personal information will be retained securely for a period of six months and then destroyed.

Please complete this form and return it to; jobs@almondvalley.co.uk, or post to:

Almond Valley Heritage Trust, Millfield, Livingston, EH54 7AR