Cinderella Application Form

Date filled in		Role applied for	Assistant Mgt Accountant

First Name

Surname

Address

Nationality

NI Number

Telephone number

Post code

Work Experience relevant to our administration role *(please feel free to continue on reverse or enclose CV)*

Employers Name & Address	Date Employed between	Job title and description of main duties.

Give the name, address and telephone number of two references. Please state what work you have done for them.

1	2

Please state your Salary Expectations

Cinderella Cleaning operates to an Equal Opportunities Policy

If you run out of space please continue on reverse

Your Skills	**Years Experience**	**Qualifications or Formal Training**
Sage Payroll		
Sage Accounts		
Microsoft Excel		
Microsoft Word		

Please list any other computer programmes, packages or software you are able to use and to what level.

Explain what accounts duties you have done in the past.

What Accounts Qualification do you hold

Explain what payroll duties you have done in the past.

Explain what credit control duties you have done in the past.

Explain what administrative duties you have done in the past.

Do you have any existing medical conditions which will effect your work with Cinderella Ltd (for example, back or arm injuries, diabetes?). Please describe in full:

What are the ideal hours that you would like to work (days, times and total number)?

When are you able to start work?	**Would you consider temporary work?**

Do you have any relevant criminal convictions? If so list below

Explain why Cinderella Ltd should consider you for this job role?

If you have any qualifications, or training courses you would like to tell us about please list them here:

Thank you, FOR COMPLETING THIS APPLICATION FORM. We will reply to all successful candidates and invite them to an interview. If you do not hear from us about this role we may keep your application on file and contact you about more suitable roles which may arise in the future.