

Viva!

Application for the post of Director's Administration Assistant

Confidential

Personal Details

Title: _____ First name: _____ Surname: _____

Address: _____

Postcode: _____ Tel (Home): _____ Tel (Work): _____

Email: _____ Mobile: _____

Where did you see this position advertised?: _____

Have you previously applied for a position at Viva! or the VVF?: Yes/No

If yes, when and what post?: _____

Marital Status: _____ Do you have any children under 16?: Yes/No

If yes, what ages are they? _____

Do you have a driving licence?: Yes/No

Date of Birth: _____ Age: _____

Education

| Date From - To | Establishment | Qualifications |
|-------------------|---------------|----------------|
| | | |

Work Experience

Please complete giving most recent work experience first (*please state full or part time role*)

| Date From-To | Establishment | Job Title | Experience |
|-----------------|---------------|-----------|------------|
| | | | |

Current or most recent salary: _____

Reason for leaving last job: _____

Interests/Pastimes

Relevant Skills

Why do you want this job?

References

Please list two work references including your present or most recent employer

Please list on a separate sheet any medical conditions that may affect this job.

I declare that I have completed this form myself, and that the information provided is accurate

Signed _____ Date _____

Thank you for completing this form.

Please return to:

Julie Cook, Director's PA, Viva!, 8 York Court, Wilder Street, Bristol BS2 8QH

CLOSING DATE: 3 July 2009