



**Application for the post of P/T
Administration & Merchandise Officer**

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

What are your interests/pastimes?

Relevant Skills

What skills do you have that are relevant to this post?

Why do you want this job?

Please state why you would like to work for Viva!:

(continued...)

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:**

Kat Himmel, Director's PA, Viva! 8 York Court, Wilder Street, Bristol BS2 8QH

CLOSING DATE 1st September 2010