

Apply to work with Delaware as an Accounts Administrator

PRIVATE AND CONFIDENTIAL

POSITION APPLIED FOR: Accounts Administrator

Receptionist

Return this form to: ssstaniforth@delawarevets.co.uk

Critical Questions

Do you have experience in accounts? Yes No

Do you have experience debt chasing? Yes No

Title:

Forename(s):

Surname

Address:

Postcode:

Telephone Number:

Email Address:

Do you hold a current valid driving licence? Yes No

Are there any restrictions on you taking employment in the UK? Yes No

Do you have any unspent criminal convictions? Yes No

Competency Questions:

Tell us what you like the most about working in an accounts role?

Tell us about a time when you have had to resolve an accounts query?

Tell us about a time when you have gone above and beyond to meet a client's needs?

Employment History

please complete in full and use a separate sheet if necessary

Name and address of employer and dates of employment (MOST RECENT FIRST)	Job role Duties, responsibilities and key achievements	Reason for leaving

Education

(Please complete starting with most recent first)

Training Provider (School, College, University)	Subject	Qualification achieved

References

Please note here the names and contact details of two people we could contact for a reference (should you be successful) including at least one from your current/most recent employer.

1.

2.

Tell us about you

Why have you applied for this role? What could you bring to the team? Describe any knowledge, passions or experience you feel is relevant to this role.

The important legal bit

1. Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974? If yes, please give details.
2. Do you know anyone who works at the practice? If yes please detail relationship.
3. Are there any matters or situations that may affect your application, or ability to perform the job role, that the practice should be made aware of? This may include restrictions on working, physical fitness, previous commitments. If yes please give details.

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contact offered.

Signed:.....

Date:.....