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| C:\Users\Julie\Pictures\Marketing-Bureau-Master-Logo.jpgJOB APPLICATION FORM THE MARKETING BUREAU LTD | | | | | |
| Position Applying For | | **ACCOUNTS & ADMINISTRATION PERSON** | | | |
| Date | |  | | | |
| Personal Information | | | | | |
| Name | |  | | | |
| Address | |  | | | |
| Email Address | |  | | | |
| Telephone | Daytime |  | | Mobile |  |
| Date of Birth | |  | | Place of Birth |  |
| Residential Status in Jersey | |  | | No. of years |  |
| Marital Status | |  | | No. of children? |  |
| Are you a car driver? | |  | | Car owner? |  |
| Current Position | | | | | |
| Are you looking for full or part time?  If part time how many hours ? | | |  | | |
| What is your present job? | | |  | | |
| In brief, list present job responsibilities?  *(If not included on your CV)* | | |  | | |
| What is your present annual salary? | | |  | | |
| Why are you leaving? | | |  | | |
| What is the notice period of your present job? | | |  | | |
| If unemployed, how long since your last job? | | |  | | |
| Have you applied for other positions, if so what were/are they? | | |  | | |
| What date can you start employment with us? | | |  | | |
| What level of salary are you looking for now? | | |  | | |
| Computer Skills | | |  | | |
| What programmes do you use with confidence? | | |  | | |
| Do you hold any certificates/qualifications? | | |  | | |
| How many years’ experience have you had in accounts? | | |  | | |
| What can you contribute? *(In brief, your achievements in your previous position(s) which are relevant to the new position you are applying for.)* | | | | | |
| Any other comments ; | | | | | |
| **PLEASE RETURN FORM TO THE MARKETING BUREAU LTD BY EMAIL julie@marketing.je** | | | | | |