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| C:\Users\Julie\Pictures\Marketing-Bureau-Master-Logo.jpg JOB 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** |