**Application Form**

**Financial and Administrative Coordinator**

Name:

Address:

Telephone:

E-mail:

Please describe how you meet the essential and desirable experience and skills as set out in the job description. (Max 300 words)

Please outline any parts of the job description that you are lacking and explain how you would intend to develop these skills. (Max 100 words)

What are your reasons for applying for this job? (Max 100 words)

What is your present / most recent employment? (Max 50 words)

Relevant education and training:

Computer skills:

Past salary history:

Please provide us with contact details for 2 referees:

When would you be available to start working in this post?

If selected, are you available for interview on 7th Feb 2018?

(Please save your application form with ‘your name\_F&A’ and email with your CV to gemma@lifemosaic.net ) by 9am 29th January 2018.