



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 150 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: (Your referees will only be contacted if we intend to offer you the post)

Do you have permission to work in the UK?

Are you available for interview on Thursday 12th December 2019?

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

Please save your application form with 'your name_F&A' and email with your CV to job@lifemosaic.net

Deadline for applications Sunday 8th December 2019 midnight

Interviews will be held on Thursday 12th December 2019

Job start date will ideally be on 13th or 20th January. We recognise this is a tight schedule over Christmas and have some flexibility for the right candidate.

LifeMosaic: Drill Hall, 36 Dalmeny Street, Edinburgh, EH6 8RG, United Kingdom
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