



Creative Foundation  
The Block  
65-69 Tontine Street  
Folkestone CT20 1JR  
[www.creativefoundation.org.uk](http://www.creativefoundation.org.uk)  
[info@creativefoundation.org.uk](mailto:info@creativefoundation.org.uk)  
Tel: 01303 245 799

## **ACCOUNTANT**

### **APPLICATION PROCESS**

Thank you for your interest in the role of Accountant.

If you would like to apply for the position, please read the Job Description & Person Specification (separate PDF document). Please then complete the following application form and return it with an up-to-date CV and a covering letter that explains why you are applying for the position and how your experience and expertise fits the role.

We strongly encourage you also to complete and return the diversity monitoring information which makes up the last page of this document. All information given to us on a monitoring form will be separated from the application documents on receipt and will be held anonymously for monitoring purposes only.

Please note that we have retained Year One Consulting to help us with the recruitment of this post. For an informal discussion about the role or the application process please call Cassy Fry or Mary Ann le Lean at Year One on 01227 811 777. Year One Consulting will not store any of your details, and all enquiries and applications will be treated in the strictest confidence.

Once you have completed your application documents, please return them to:

Recruitment: Accountant  
Creative Foundation, The Block, 65-69 Tontine Street, Folkestone, Kent CT20 1JR

We would prefer signed, hard copies of application documents but applications can be emailed if you are at risk of missing the deadline to:

[recruitment@yearoneconsulting.com](mailto:recruitment@yearoneconsulting.com)

**The closing date for applications is 5pm, Friday 30<sup>th</sup> July 2010.**

We plan to hold interviews in the week commencing 9<sup>th</sup> August 2010. Please note that the interview process will include a short practical test using Sage, Excel and management reporting analysis.

We will respond to all applications received before the closing date as quickly as we can.



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## ACCOUNTANT APPLICATION FORM

### APPLICANT DETAILS

Name:

Address:

Contact numbers:

Email address:

Are you legally eligible for employment in the UK?

Yes / No

How did you hear about this vacancy?

### AVAILABILITY

When is the earliest you could take up a new position?

### COVERING LETTER AND CV

Please include a covering letter with your application detailing why you are applying for the position and how your experience and expertise fits the role, along with an up to date CV which includes all of your accountancy qualifications (including current study) and explains any gaps in employment.

Covering letter enclosed

CV enclosed

### VERIFICATION

Please sign and date below to indicate that you are providing full and accurate information in your application, including this form, your covering letter, your CV and any subsequent interview.

Signature:

Date:

Please answer the following sections using no more than half a side of A4 per answer:

**1. FINANCIAL REPORTING**

**Please explain the benefits to an organisation of producing accurate, up to date internal financial reporting, and outline the risks to an organisation of using out of date financial information.**

**2. TIME MANAGEMENT**

**Please briefly tell us about the shortest accounting deadline you have had to work to, and the longest. Include an explanation of how you managed your workload to meet each deadline, and what challenges each deadline presented.**

Please indicate which of the following levels apply to you for each of the software packages listed below:

	<b>Formally trained and use it regularly</b>	<b>Formally trained and use it occasionally</b>	<b>Learned on the job, and use it regularly</b>	<b>Learned on the job, and use it occasionally</b>	<b>Formally trained but have not used it yet</b>	<b>Have looked at it but not yet used it</b>	<b>Not familiar</b>
<b>Sage 50 Accounts</b>							
<b>Sage 50 Accounts Plus</b>							
<b>Sage 50 Accounts Professional</b>							
<b>Sage Instant Accounts</b>							
<b>Sage Instant Accounts Plus</b>							
<b>Sage 50 Forecasting</b>							
<b>Sage 50 Payroll</b>							
<b>Sage 50 Payroll Professional</b>							
<b>Sage Instant Payroll</b>							
<b>Excel 2000</b>							
<b>Excel 2003</b>							
<b>Excel 2007</b>							

Thank you very much for filling out this form, and for returning it with your covering letter and CV.

The final page of this document is our diversity monitoring form. It would be very helpful if you could complete and return it, but it is not a required part of the application process. The form will be separated from your application on receipt, and held anonymously for monitoring purposes only.

(FOR OFFICE USE ONLY)
DATE RECEIVED: _____ DATE OF INITIAL RESPONSE: _____



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## ACCOUNTANT

### RECRUITMENT DIVERSITY MONITORING FORM

This form is not a required part of the application process. This page will be separated from your application on receipt, and the information stored anonymously for monitoring purposes to help us track our performance in attracting applications from all sectors of the community.

**GENDER**     FEMALE     MALE     PREFER NOT TO SAY

**AGE**     16-25     26-30     31-40     41-50     51-60     61-65  
 65+     PREFER NOT TO SAY

#### ETHNICITY

Ethnicity is distinct from nationality and the categories below are based on the 2001 Census in alphabetical order.

- |   |  |
|---|--|
| <input type="checkbox"/> Asian or Asian British – Indian      | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> Asian or Asian British – Pakistani   | <input type="checkbox"/> Mixed – White and Black African   |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed – White and Asian           |
| <input type="checkbox"/> Asian or Asian British Other         | <input type="checkbox"/> Mixed – Other                     |
| <input type="checkbox"/> Black or Black British – Caribbean   | <input type="checkbox"/> White – British                   |
| <input type="checkbox"/> Black or Black British – African     | <input type="checkbox"/> White – Irish                     |
| <input type="checkbox"/> Black or Black British – Other       | <input type="checkbox"/> White – Other                     |
| <input type="checkbox"/> Chinese                              | Other (please specify) _____                               |

PREFER NOT TO SAY

#### Do you consider yourself to be disabled?

YES     NO     PREFER NOT TO SAY

#### Do you have a long term health condition?

YES     NO     PREFER NOT TO SAY