# **Lively Minds Application Form – Bookkeeper**

internal reference: for HR use

Please your completed application form **by the deadline stated in the advert**, to: [jobs@livelyminds.org](mailto:jobs@livelyminds.org) **CVs will not be accepted.**

**Please ensure you have read the Job Description** forthe role you are applying for, available on our website.

If you require any reasonable adjustments as part of the recruitment process, please let us know in the interview section of this application form.

|  |  |
| --- | --- |
| Post applied for | Click here to enter text. |
| Location applied for | Click here to enter text. |
| Where did you see this advertised? | Click here to enter text. |

## Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |
| **Address** | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please refer to the job description and person specification. Please answer the following questions.

1. Please explain why financial controls are important to an organisation. Give examples and describe how we can ensure that staff adhere to financial controls.

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1. Briefly describe your experience in business transactions processing, preparing monthly accounts and reconciliations.

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1. Please describe how you work within a team and your experience of working with remote teams and the additional processes and controls required for remote team working.

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1. Please explain why you are applying for the job.

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1. Please describe any other relevant experience, skills or knowledge.

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## Employment history

Start with your present or most recent employer. Briefly describe your duties and responsibilities. Please include details of any voluntary work which may be relevant.

### Current position

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| --- | --- |
| **Date from** | Click here to enter text. |
| **Date to** | Click here to enter text. |
| **Name and address of organisation. If not obvious, please state briefly the organisation’s purpose** | Click here to enter text. |
| **Job title and brief outline of duties** | Click here to enter text. |
| **Reason for leaving** | Click here to enter text. |
| **Notice required** | Click here to enter text. |

### Previous employment

|  |  |
| --- | --- |
| **Date from** | Click here to enter text. |
| **Date to** | Click here to enter text. |
| **Name and address of organisation** | Click here to enter text. |
| **Job title and brief outline of duties** | Click here to enter text. |
| **Reason for leaving** | Click here to enter text. |

|  |  |
| --- | --- |
| **Date from** | Click here to enter text. |
| **Date to** | Click here to enter text. |
| **Name and address of organisation** | Click here to enter text. |
| **Job title and brief outline of duties** | Click here to enter text. |
| **Reason for leaving** | Click here to enter text. |

|  |  |
| --- | --- |
| **Date from** | Click here to enter text. |
| **Date to** | Click here to enter text. |
| **Name and address of organisation** | Click here to enter text. |
| **Job title and brief outline of duties** | Click here to enter text. |
| **Reason for leaving** | Click here to enter text. |

## Education

Please list your formal educational qualifications (most recent first).

|  |  |  |  |
| --- | --- | --- | --- |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |
|  |  |  |  |
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## Professional training/Other relevant training

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

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## Language skills

Please list any language skills that you have which you feel may be relevant to this post.

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Basic | Intermediate | Fluent |
| Click here to enter text. |  |  |  |
| Click here to enter text. |  |  |  |
| Click here to enter text. |  |  |  |
| Click here to enter text.  Click here to enter text. |  |  |  |

## Previous roles applied for

Please tell us about any roles at Lively Minds that you have applied for (if applicable)

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## Declaration of right to work in Ghana

Please note that we require all applicants to have the appropriate right to work in Ghana

By ticking this box, I declare that I have the right to work in Ghana.

I am aware that if an offer of employment is made to me, this will be subject to my providing proof of the right to work in Ghana.

## References

Employment at Lively Minds is offered to subject to receipt of satisfactory written references. Please give details of two referees. One of these should be your current line manager. These should not include relatives or personal friends. We will not take up references without your permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

## Declaration

**I certify that the information given on parts one and two of the application form is correct to the best of my knowledge.**

**The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.**

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

**Lively Minds | Ghana registered NGO: DSW 6759. Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)