

VACANCY REGISTRY ASSISTANT (12 TO 18 MONTH MATERNITY COVER)

Companies House Gibraltar is inviting applications for a temporary position (12 to 18 months maternity cover) as Registry Assistant.

Applicants should ideally possess a minimum of 2 A'levels (or equivalent) and/or a minimum of 5 years of experience in an administrative role in the fiduciary, banking, accounting or insurance industry.

The post is on a full-time basis, although reduced / family friendly hours (9:00am to 3:00pm) may be considered.

Application forms are available from Companies House Gibraltar, 1st Floor, The Arcade, 30-38 Main Street, Gibraltar and also from Companies House Gibraltar's website www.companieshouse.gi/NewsSel1.

Application forms must be completed in your own handwriting and must include a detailed CV. This should be addressed to the Registry Manager at Companies House Gibraltar or sent by email to hr@companieshouse.gi no later than Friday 22nd February 2019.

All applications will be considered in the strictest confidence.

Please see application form overleaf



REGISTRY ASSISTANT VACANCY (12 TO 18 MONTH MATERNITY COVER)

APPLICATION FORM

1. APPLICANT'S DETAILS			
Name:	Surname:		
Date of birth:	Nationality:		
	,		
/ /			
2. CONTACT DETAILS			
Home Tel No.:	Mobile No.:		

Email:

3. HOME ADDRESS

4. DETAILS OF CURRENT / LAST EMPLOYME	INT		
Name of employer			
Date of commencement of employment	/	/	
Date of termination of employment (if applicable)	/	/	
Position held			
Number of years in this position			
Brief description of that role:			

5. REASONS FOR APPLYING FOR THIS POST

6. ANY OTHER RELEVANT INFORMATION

IMPORTANT NOTE - PLEASE ENCLOSE YOUR CV

Signed:

Date: