



**VACANCY  
REGISTRY SUPPORT  
(UNDERGRADUATE / STUDENT SCHEME)**

Companies House Gibraltar is inviting applications from students who are currently studying at university, on a gap year, or who will be taking up further studies in the next academic year.

Working hours will be from 9:00am to 2:00pm (five hours daily) but some flexibility may be allowed if required for educational purposes, such as for attending school lessons, study time or exams.

Contracts will be for a maximum of six months, with an ideal start date of May/June 2019. However, a later starting date may also be considered.

Application forms are available from Companies House Gibraltar, 1<sup>st</sup> Floor, The Arcade, 30-38 Main Street, Gibraltar and also from Companies House Gibraltar's website [www.companieshouse.gi/NewsSel1](http://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](mailto:hr@companieshouse.gi) no later than Friday 1<sup>st</sup> March 2019.

All applications will be considered in the strictest confidence.

**Please see application form overleaf**



1. APPLICANT'S DETAILS	
Name:	Surname:
Date of birth:	Nationality:

2. CONTACT DETAILS	
Home Tel No.:	Mobile No.:
Email:	

<b>3. HOME ADDRESS</b>

4. CURRENT DETAILS OF FURTHER OR HIGHER EDUCATION	
University / College	
Course Name	
Commencement date of course	
Current year of study	
Brief description of course:	

**5. PAST EXPERIENCES**

Did you take up a summer job last year	YES / NO
Details of last year's work experience	
Dates of any planned holidays this year	
Any other relevant information:	

**6. AVAILABLE TO WORK**

From:	Up to:

**IMPORTANT NOTE - PLEASE ENCLOSE YOUR CV****Signed:** .....**Date:** .....