

Job application form

Post: Office and Distribution Administrator
(Maternity Cover)

Appn No	
Office Use only	
Shortlisted YES/NO	
If not appointed:	
Qualifications	Knowledge
Experience	Skills

PERSONAL DETAILS:

First name:

Surname/Family name:

Address:

Daytime phone number:

Evening phone number:

Email address:

NI number:

REFERENCES

Please give details of two people who will act as your referees.
Referee (1) should be your present or most recent employer.
Please state whether Referee (2) is in a personal or employment capacity.

Referee (1)
(present or most recent employer)

Name:

Address:

Phone no.

Referee (2)
*employment/*personal capacity (*delete)

Name:

Address:

Phone no.

EDUCATION

Please give details of any formal qualifications you have gained, giving the most recent first.

School/College	Qualifications	Grade/Level	Date

OTHER TRAINING/COURSES

Please give details of any relevant training or courses you have attended, giving the most recent first.

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DETAILS OF CURRENT/MOST RECENT EMPLOYMENT

Job title:

Employer's name:

Date appointed:

Address:

Date of leaving:

Reason for leaving:

Post code:

Brief summary of duties/responsibilities:

Please give details of any other employment which, together with the job applied for would mean you would be working more than an average of 48 hours per week.

PREVIOUS EMPLOYMENT (Most recent first)

Employer	Job held and Main Duties	Dates from to		Reasons for leaving

OTHER EXPERIENCE RELEVANT TO THIS JOB (e.g. -voluntary work, home life, interests, involvement with community groups etc)

ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION

Please explain why you feel you are suitable for this job, **with particular reference to the Job Description and Person Specification.** *(Please use no more than two additional sides of A4 paper.)*

Declaration: I confirm that the information contained in this form is accurate and complete, and may be used as part of my contract of employment.

Signed: _____ Date: _____

Please return your completed form to:
Lisa Swift at:

mail@burngreavemessenger.org

or

Abbeyfield Park House
Abbeyfield Rd
Sheffield
S4 7AT

By 12 noon on Monday 12th September 2011.

Thank you for completing this form, any information you have given will be treated as strictly confidential.