

# Job application form



**Post:** Office and Distribution Administrator

## 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)

Referee (2)

\*employment/\*personal capacity (\*delete)

Name:

Name:

Address:

Address:

Phone no.

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.

--



**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](mailto:mail@burngreavemessenger.org)

or

Abbeyfield Park House  
Abbeyfield Rd  
Sheffield  
S4 7AT

By 12 noon on Thursday 14<sup>th</sup> June 2012

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