

APPLICATION FORM

**Please complete this form legibly and return it by email or post on or before the deadline date advertised. Late applications will not be accepted. Only information provided on this application form will be considered. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.**

POSITION APPLIED FOR:

### ****Customer Service Assistant****

1. Personal Details

|  |  |  |
| --- | --- | --- |
| **Mr / Ms / Miss**  | **Surname**:  | **First Name(s**): |
| **Address**: |
| **Telephone No**: **Home**: **Work**: **Ext**.  |
|  **Mobile**: **E-mail** |

2. Present / Most Recent Employer

**Name and Address**:

**Nature of Business**:

**Job Title & Summary of key responsibilities and duties**:

|  |  |
| --- | --- |
| **Present Grade/Salary****Date of Appointment**:  | **Other Benefits**:**Notice Required**: |

3. Education – Training - Qualifications

**.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Secondary School/****College/University****(most recent first)** | **From** | **To** | **Qualifications gained (state level)** | **Grade** | **Date** |
|  |  |  |  |  |  |

4. Previous Employment and Work Experience

Please detail all previous work, whether paid or voluntary, which you have undertaken. Highlight (\*) the two most relevant and note what you achieved. Continue on another sheet, if necessary. (Most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| From – Tomonth/year | Employer | Job Title & Responsibilities (\*) | Reasons for leaving |
|  |  |  |  |  |

5. Specific information in support of your application

Please explain why you are applying for the job and how your skills, experience and achievements are relevant to post with specific reference to the person specification and the job description where provided. Continue on another sheet, if necessary.

6. Additional Information

Please give details of any additional information, not covered elsewhere, which will give strength to your application. Continue on a separate sheet if needed.

|  |
| --- |
|  |

9. References

Please give the names and addresses of two referees who know you and how you work. One of these should be your present employer.

REFEREE 1

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How you know the referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REFEREE 2

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How you know the referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**May we request a reference before making an offer of employment?**

###### Referee 1 Yes / No Referee 2 Yes / No

9. General

Please state where you heard about this vacancy:

Declaration

All the information given in this application is correct as far as I know. I understand that it will be treated as part of any subsequent contract of employment.

Signature: Date:

***Please return your application and CV to – m.poucher@broadway.org.uk***

Millie Poucher

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