

APPLICATION FORM
Administration Assistant

PLEASE COMPLETE IN BLACK INK ONLY

Contact Details

Full Name (including title).....

Address.....

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Tel No.....email address.....

Date of Birth.....

Education and Qualifications

Please let us have details of your education
(schools/college/university attended with dates and qualifications
obtained). Please submit a separate sheet if more space is required.

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Employment

Beginning with details of your present job please then tell us about previous employment. (Job Title/Address/Dates of Employment and Reason for Leaving). Please submit a separate sheet if more space is required.

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This Job

Why do you feel that this job is for you?.....

Please submit on a separate sheet (in no more than 250 words) a summary of what attracts you to this job and why you feel you will be able to make a success of it.

Are you a car owner and driver?

If necessary would you be prepared to use your car for business use?

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Criminal Convictions

Do you have any criminal convictions or any pending prosecutions?

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Disability

Do you have a disability within the meaning of the Disability Discrimination Act 1995?

Type of disability/condition (please describe if you are happy to do so).....

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Referees

Please give us the names and addresses of two referees who we could contact for references. One of these referees must be your present employer and the other a previous employer. If not currently or previously been employed, two personal referees who are not related to you will be accepted.

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Please return this form to:- Ruth Dromey, Department of Work & Pensions, Holt Road, Cromer, Norfolk, NR27 9EN by Friday 12th April, 2019.

Please note that we will not acknowledge application forms. Those shortlisted will be contacted approximately two weeks before the interview.

I declare that the information I have given in this application is correct and complete. I understand that action, including dismissal may be taken against me if the information is found to be incorrect.

Signature.....