

ADMINISTRATOR

APPLICATION FORM



Please send your completed application form to:
Hilary Murray, 17 Kings Road, Cambridge, CB3 9DY
or by email to: hilary.murray17@gmail.com by Friday 5th January 2024.

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| Your personal details |
| Name |
| Address including postcode |
| Phone |
| Email |

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| Education and training – please give details: |
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| Qualifications – please give details: |
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Employment history

Your current or most recent employer

Previous employment– please tell us about other jobs you have done and about the skills you used or learned in those jobs:

Supporting statement – please tell us why you applied for this job and why you think you are the best person for the job:

Interview arrangements and availability – if you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process:

Are there any dates when you will not be available for interview?

When could you start working for us?

Right to work in the UK – do you need a work permit to work in the UK?

References – please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Referee 1

Referee 2

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature:

Name:

Date: