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| **JOB APPLICATION**   * **Administrative Assistant Position** |  |

**Please complete this form in black or blue ink, or black type.**

**A curriculum vitae alone will not be accepted.**

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| **PERSONAL DETAILS** | |
| **Title:** |  |
| **First name:** |  |
| **Last name:** |  |
| **Email:** |  |
| **Telephone number:** |  |
| **Address:** |  |
| **Post code:** |  |

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| **CURRENT OR MOST RECENT EMPLOYMENT** | |
| **Employer:** |  |
| **Address:** |  |
| **Position held:** |  |
| **Current salary:** |  |
| **Date started:** |  |
| **Date left:** |  |
| **Reason for leaving:** |  |
| **Description of duties and responsibilities:** | |
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| **PREVIOUS EMPLOYMENTS (MOST RECENT FIRST)** | | | | | |
| **Employer** | **Position held** | **Main duties and responsibilities** | **From**  ***mm/yy*** | **To**  ***mm/yy*** | **Reason for leaving** |
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| **EDUCATIONAL QUALIFICATIONS** | | | | |
| **Name of institution** | **Subject** | **Level** | **Grade** | **Date obtained *mm/yy*** |
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| **SUPPORTING STATEMENT** |
| ***Please tell us why you are applying for this position and how you feel your skills and experience meet the criteria set out in the job description and the person specification of the role.*** |
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| **REFERENCES** | | | |
| ***Please provide details of two referees, one of which should be your current or most recent employer (or tutor if you are a student or school leaver). Please note references from personal friends or relatives are not acceptable. If you do not wish us to contact your referees at this stage, please ensure you indicate below.*** | | | |
| **Reference 1** | | **Reference 2** | |
| **Name:** |  | **Name:** |  |
| **Company:** |  | **Company:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email address:** |  | **Email address:** |  |
| **In what capacity is this person known to you?** |  | **In what capacity is this person known to you?** |  |
| **May we contact this referee at this stage?** YES / NO | | **May we contact this referee at this stage?** YES / NO | |

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| **ASYLUM AND IMMIGRATION ACT 1996** |
| ***In accordance with the Asylum and Immigration Act 1996, any offer of employment is subject to confirmation of the legal right to work in the UK. Shortlisted candidates will be asked to provide original documentation at interview, e.g. a P60, UK or Eire birth certificate, passport…*** |
| **I am a UK/EU citizen with no restrictions on my right to work in the UK and I am able to produce evidence of such eligibility at interview?** YES / NO |
| **If not, please provide further details, including the expiry date of any visas/work permits held:** |
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| **ADDITIONAL INFORMATION** | |
| **How did you hear about this vacancy?** |  |
| **If offered this job, when could you start?** |  |
| **Please specify any holiday commitments:** |  |

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| **APPLICANT DECLARATION** | |
| ***I confirm that the information and details provided in this application are accurate and true. I understand that any false information or misrepresentation would result in my application being disqualified and may, if appointed, lead to disciplinary action up to and including dismissal.***  ***I hereby explicitly consent to CLB Management Ltd holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.*** | |
|  | |
| **Signed** |  |
| **Date** |  |

**Please submit your completed application form and CV to** [**jobs@clbmanagement.co.uk**](mailto:jobs@clbmanagement.co.uk) **and state clearly in the subject line the title of the post for which you are applying.**

**Thank you for taking the time to apply for a position at CLB Management.**

**CLB Management Ltd**

**Suite 117, China Works**

**Black Prince Road**

**London SE1 7SJ**