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# Application form: Receptionist (Part-time)

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**Application Process**

The questions within the Application Form have been designed to gain the information we need in order to assess your suitability for this post against its job description and person specification.

**Important Information**

* You must be eligible to work in the UK in order to apply for this role. We cannot support visas.
* Submit your Application form in the current Word document; we are unable to process applications in any other format. Applications received in the wrong format will not be accepted.
* No CV’s.
* No agencies.

**Personal Details Section**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your full name and title** | **Email address** | **Contact number** | **Full address** |
| XXX | XXX@XXX | 0XXXX XXXXXX | XXX |
| **Where did you see the advert?***Delete/comment as appropriate* | -Ethical Property Website-2MRecruitmentSolutions-Other, please comment; | **Are you eligible to work in the UK?***Comment as necessary* | XXX |

**References**

|  |  |  |
| --- | --- | --- |
| **Referees Details** | **Reference One;** *your most recent / current employer* | **Reference Two** |
| **Company Name** |  |  |
| **Contact and Relationship to you**  |  |  |
| **Email address** |  |  |
| **Phone number** |  |  |
| **Can we contact the referees if you are invited to an interview?**  | **Yes / No** | **Yes / No** |

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***You can add more rows to sections as required, to do this; highlight the section, right click, select copy and paste.***

**1) Education;** Please start with your most recent exam/qualification(s) and work backwards.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name and Location of institution** | **Exams/qualifications gained and subject** |
| XXXX | XXXX | XXXX |

**2) Professional training;** Please start with your most recent exam/qualification(s) and work backwards.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Course attended** | **Exams passed or qualifications gained** |
| XXXX | XXXX | XXXX |

**3) Employment;** Please start with your most recent employment and work backwards. *Add extra tables as required.*

|  |  |
| --- | --- |
| **Name, location and size of employer** | XXXX |
| **Dates employed from/to** | XXXX |
| **Annual salary** | XXXX |
| **Reason for leaving** | XXXX |
| **Position and duties – overview/key skills etc.** |
| XXXX |

|  |  |
| --- | --- |
| **Name, location and size of employer** | XXXX |
| **Dates employed from/to** | XXXX |
| **Annual salary** | XXXX |
| **Reason for leaving** | XXXX |
| **Position and duties – overview/key skills etc.** |
| XXXX |

|  |  |
| --- | --- |
| **Name, location and size of employer** | XXXX |
| **Dates employed from/to** | XXXX |
| **Annual salary** | XXXX |
| **Reason for leaving** | XXXX |
| **Position and duties – overview/key skills etc.** |
| XXXX |

**4) Person specification**

|  |
| --- |
| **Explain clearly how your work experience, skills and training etc., help you meet the person specification from the job description.** You can comment against each point, to clearly explain how you meet this criteria for the role.  |
| XXXX |

**5) Why you are interested in the role**

|  |
| --- |
| **Fully explain why you are interested in this role, and what has motivated you to apply for the position**. |
| XXXX |

**6) Declaration**

I authorise the Ethical Property Company to obtain references to support this application and release the organisation and referees from any liability caused by giving and receiving information; and I declare that the information I have given in this application is correct and true to the best of my knowledge and belief. Any false statement may be sufficient cause for rejection or, if employed, dismissal. *You may type your signature as necessary.*

|  |  |  |
| --- | --- | --- |
| Signed: | Print name: | Date: |

**Please return your completed Application Pack by email to** **recruitment@ethicalproperty.co.uk**by the stated closing date and time, noted in the job description and advert, keeping your application in the Word format.