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#### APPLICATION FORM

## POST APPLIED FOR: Administrator

## CLOSING DATE: 21st May 2021

**INTERVIEWS: w/c 31st May 2021 via Zoom**

**PERSONAL DETAILS**

Name: -------------------------------------------------------------------

Address: -------------------------------------------------------------------

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Postcode: ---------------------------

**Contact details:**

Telephone Mobile Email

**REFERENCES**

Please give the name and contact details for two referees. One should be your current or most recent employer. Both should know you in a professional rather than a personal capacity.

**1. 2.**

Name: ------------------------------------------- Name:-------------------------------------------

Address:---------------------------------------- Address:-----------------------------------------

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Postcode: ------------------------ Postcode: -------------------------

Telephone: --------------------------- Telephone:------------------------------

Mobile: -------------------------------- Mobile:-----------------------------------

Email: -------------------------------- Email:------------------------------------

**CURRENT (OR MOST RECENT) EMPLOYMENT**

Employer’s name & address:

Your position: -------------------------------------------- Held since: ------------------------

Present salary: -----------------------------

Notice required: -----------------------------

What are your main duties and responsibilities?

**EMPLOYMENT HISTORY**

Please give your employment history starting with the most recent. Please continue on a separate sheet or attach your CV if necessary.

|  |  |
| --- | --- |
| Employer Details | Position Held and Main Duties |
|  |  |
|  |  |
|  |  |
|  |  |

**EDUCATION & QUALIFICATIONS**

Please give details of your formal education and qualifications achieved.

|  |  |  |
| --- | --- | --- |
| School/College | Course/subjects studied | Qualification gained |
|  |  |  |

**TRAINING & DEVELOPMENT**

Please give details of any further professional training or development relevant to your application for this post.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates From/To | Training provider | Course content | Certification (if any) |
|  |  |  |  |

You will be required to show the original certificates as listed above if you are successful in your application. Copies are not required at this stage.

**FURTHER INFORMATION**

Please use this space to tell us why you are interested in the post, and to outline the experiences, skills and qualities you have that match with the person specification for the post. Please continue on a separate sheet if necessary.

**DECLARATION & SIGNATURE**

The information I have given on this form, and any attachments, is true and complete to the best of my knowledge and I agree that it can form part of the basis of my engagement.

Signature: --------------------------------------------- Date: -----------------------