# Application for Employment – Business Administrator

Section 1. Contact Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Salutation: | Mr | Mrs | Miss | Ms | Dr | Other |
| Full Name: |  | | | | | |
| Home Phone: |  | | | | | |
| Mobile Number: |  | | | | | |
| Email address |  | | | | | |

## *Section 2. Education and Training*

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| --- | --- | --- |
| School | Dates Attended | Qualifications Obtained |
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| Secondary Education | Date Attended | Qualifications Obtained |
|  |  |  |
| Vocational Training | Date Attended | Qualifications Obtained |
|  |  |  |
| Other | Date Attended | Qualifications Obtained |
|  |  |  |

## Employment history

Current or last employment

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| --- | --- |
| Job Title: |  |
| Company: |  |
| Current or leaving salary: |  |
| Start/End dates: |  |
| What were your main duties/responsibilities in the role? | |
| What difference did you make in the role/what was your greatest contribution? | |
| Reason for leaving/wanting to leave: | |

Previous employment

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| --- | --- | --- | --- |
| Company | Job Title | Start Date | End Date |
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| Please outline the experience that you have gained in your previous employment that you feel is relevant to this position, including any certifications or accreditations achieved. | | | |

Suitability for the job

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| Please detail your reasons for applying for this position: |
| What do you see as being the most important parts of the role? |
| What makes you a good fit for this position? |

Personality and Team Dynamics

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| Tell us about yourself |
| What targets have you previously worked to? (E.G. sales targets, operational targets) |
| How did you motivate yourself to meet these targets? |
| What makes a good team? |
| What role do you take within a team? |
| How does this benefit the team? |

Accuracy and attention to detail

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| Describe at situation where you have had to show attention to detail? |
| Give an example about a mistake you have made. How did you discover the mistake? How did you correct the mistake, and what steps have you take to ensure you do not make the same mistake again? |

Work environment

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| Describe your perfect work environment |
| Tell me why you believe this type of work environment is effective |

Availability

Do you consider yourself to have a disability?

Yes  No

|  |
| --- |
| Please tell us if there are any reasonable adjustments we can make to assist you in your application, or with our recruitment process: |
| Please tell us if you have any holidays booked in the next six months |
| Are there any days/dates that you are not available for interview? |

Once complete, please email this form to john@realmfs.co.uk