**Job Application Form**

|  |  |
| --- | --- |
| Vacancy Title | Digital Marketing Administrator / Officer  |

|  |  |
| --- | --- |
| How did you hear about this vacancy? |  |

### Personal Details

|  |  |
| --- | --- |
| Last Name |  |
| First Name |  |
| Address |  |
| Postcode |  |
| Home Tel |  |
| Mobile Tel |  |
| E-mail Address |  |

# Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Education | Provider  | Awarding Body & Grade | Date Obtained  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other Qualifications | Provider | Awarding Body & Grade | Date Obtained |
|  |  |  |  |

# Employment History

Please include any previous work experience (paid or unpaid), starting with the most recent.

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Position Held |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started |  | Leaving Date |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Salary on Leaving Post |  |

|  |
| --- |
| Brief Description of Duties (500 words max) |
|  |

**Previous Employer**

|  |  |
| --- | --- |
| Name of Employer |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Position Held |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started |  | Leaving Date |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Salary on Leaving Post |  |

|  |
| --- |
| Brief Description of Duties (500 words max) |
|  |

**Previous Employer**

|  |  |
| --- | --- |
| Name of Employer |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Position Held |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started |  | Leaving Date |  |
| Reason for Leaving |  |

|  |  |
| --- | --- |
| Salary on Leaving Post |  |

|  |
| --- |
| Brief Description of Duties (500 words max) |
|  |

# Information in Support of your Application

**Skills, Abilities & Experience**

Use this section to demonstrate why you think you would be suitable for this post. Please use the job description and person specification as a guide. Include all relevant information, whether obtained through formal employment or voluntary/leisure activities.

We anticipate that your supporting statement will be a (typed) **maximum** of one side of A4 paper.

|  |
| --- |
| 500 words max |
|  |

|  |
| --- |
| If appointed, when could you start? (Give noticed period if applicable) |
|  |

# References

Please give the details of two references.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Referee |  | Relationship to You |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |
| --- | --- |
| Tel |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Referee |  | Relationship to You |  |

|  |  |
| --- | --- |
| Address |  |
| Postcode |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |
| --- | --- |
| Tel |  |

# Declaration

All information in this application is true and correct to the best of my knowledge and belief.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |