Job Application

Form

Administrative Assistant

Please return this form by **20 December 2017** to

Hansen Palomares 153 Kennington Road, London SE11 6SF

**Hansen Palomares**

jobs@hansenpalomares.co.uk Fax 020 7640 4610

**Administration assistant**

Use additional sheets if necessary

**Personal Details**

**Surname**

**Forenames**

**Address**

**Telephone:**

**E-mail:**

**Professional Qualifications Further and Higher Education, other training, including qualifications gained (include dates).**

**Secondary Education and qualifications gained (include dates).**

**Employment work/details**

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| **From** | **To** | **Organisation's name address and activity** | **Position held and responsibility** | **Voluntary**  **Y/N** |
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Work history **(please list in order starting with most recent).**

Details of relevant experience (paid or unpaid – include dates)

Details of other work experience (including voluntary and dates)

**Languages**

Details of languages spoken or written and to what level

**This job**

Tell us why you are suited to this job

Please provide any relevant information not asked for elsewhere on this form

Please tell us how you learnt about this vacancy

**Referees**

Please give details of at least two referees with direct and recent experience of your qualifications and/or experience. We shall not approach your referees without asking you first.

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| --- | --- | --- | --- |
| **Name** | | **Address, Telephone & Email** | **Relationship** |
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| **Signed** | **Date** |