#  balletlorent

# Application Form

# Company Administrator

Candidates are asked to ensure that they complete all sections of the form.

Of particular importance to us is the third section on this page and overleaf, which is intended to give you an opportunity to demonstrate your suitability for the post.

The form should be returned to Christine Grimwood at christine@balletlorent.com or to **ballet**LORENT, MEA House, Ellison Place, Newcastle upon Tyne, NE1 8XS by **12noon, 21 March 2019.**

Please type or use black ink as your application will be photocopied.

**1**

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| --- |
| Post applied for: |

**2 Persona Details**

|  |
| --- |
| Name:  |

|  |
| --- |
| Home Address:  |

|  |
| --- |
| Home Telephone:Work/Daytime Telephone: Email:  |

**3 Relevant Experience**

Bearing in mind the detailed job description and person specification, please tell us in your own words why you believe you are a suitable candidate and what particular qualities and experience you would bring to the post if appointed. This section is your opportunity to sell yourself as the best person for the job.

|  |
| --- |
| 1. **Financial Management**
2. **HR**
3. **General**

**3** continued (please use another sheet if necessary) |

**4 Present Employer(s)** (if any), if freelance please give details of last contract.

|  |
| --- |
| Employer’s Name: Nature of Business: Address:Position Held Dates of EmploymentCurrent Salary Period notice to be given |
| Please provide a brief description of your main duties:  |

**5 Previous Employer(s)**

|  |
| --- |
| **(1)**Employer’s Name: Nature of Business: Address:Position Held Dates of Employment |
| Please provide a brief description of your main duties and reason for leaving: |

|  |
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| **(2)**Employer’s Name: Nature of Business: Address:Position Held Dates of Employment |
| Please provide a brief description of your main duties and reason for leaving: |

**6. Education and Relevant Training -** please give details of any relevant education and/or training including qualifications gained.

|  |  |
| --- | --- |
| Schools, Colleges, Universities or Further Education attended | Qualifications gained, including subject and grades |
|  |  |

**7 Relevant Professional Qualifications and Training**

Please give details of any relevant professional qualifications and IT skills.

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|  |

**8 References**

Please list two people whom we may approach for professional references (one of these should be your present employer if applicable).

|  |
| --- |
| 1. Name:

Position:Address:Telephone Number:Email: 1. Name:

Position:Address:Telephone Number:Email:  |

**9**

|  |
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| If successful, when would you be able to start work?  |

**10**

|  |
| --- |
| Where did you hear about this post?  |

**11**

**Signed:**

**Date:**