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**Administrator and Sales Assistant**

**Job Application Form 2019**

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| --- | --- |
| Name: |  |
| Address: |  |
|  |  |
| Home telephone: |  |
| Mobile: |  |
| Email: |  |

This is a permanent position, 3 days per week (21 hours)

Days : Thursday, Friday & Saturday

£22,408 pro rata (including London weighting)

All london**print**studio staff and trainees are required to have a Criminal Records Bureau check.

# Deadline for return of application form: Saturday 6 April 2019 5pm

Interview date:  **Thursday 11th April 2019**Start date:  **asap or Thursday 18th April 2019**

You can return a hard copy of the completed application form to the address listed below clearly marked: Administrator and Sales Assistant.

Alternatively you can email your application to: apply@londonprintstudio.org.uk

If you use a computer to complete this application form please retain this format.

Please note: only full application forms will be considered for this post.

**Please do not send your CV alone.**

The following documents are enclosed with this application form:

* Administrator and Sales Assistant Job Description.
* Recruitment Monitoring Form.



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| **1. Please list details of your education and training qualifications (or equivalent experience):** |
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| **1. Please list details of membership of professional associations and institutes:** |
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| --- |
| **2. Please provide details of current and previous employment relevant to the post:** (give details of employer’s name, dates, job title, salary and reason for leaving) |
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| Please tell us about your skills and experience that are relevant to the post. Answers should be addressed to the job description and person specification, please give us examples of how you meet the person specification (attach additional sheet if necessary) |
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| **4. What interests you about the post and working for** london**print**studio? |
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# Please provide details of two referees:

(One of whom should be a current or recent employer).

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| --- | --- |
| **1.** Name |  |
| Address |  |
|  |  |
| Telephone  |  |
| Mobile |  |
| Email |  |

#

|  |  |
| --- | --- |
| **2.** Name |  |
| Address |  |
|  |  |
| Telephone  |  |
| Mobile |  |
| Email |  |

|  |  |
| --- | --- |
| Please state whether referees can be contacted before interview |  |
| Referee 1 | Yes/No |
| Referee 2 | Yes/No |
| If successful, when would you be able to start?  |
|  |
| Where did you hear about the Position?  |
|  |
| Do you require a work permit or are you otherwise subject to immigration control? |
|  |
| This post may involve working with children, young people and vulnerable adults and is therefore exempt under the *Rehabilitation of Offenders Act 1974*. You are required to reveal all convictions, even those that are spent:  |
|  |
| Please state any access needs/ adaptations required to attend an interview or to carry out the work as described in the job description (eg. Sign language interpretor, disabled parking etc.): |
|  |

**Declaration**

I declare that the information contained in this application is complete and correct. I understand that if I have knowingly provided false information or withheld relevant details, this could lead to disqualification from appointment or dismissal without notice.

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