**Application for Administrative and Help Desk Assistant**

(for job description see [http://www.outcomesstar.org.uk/about-triangle/triangle-careers/ job-vacancies](http://www.outcomesstar.org.uk/about-triangle/triangle-careers/%20job-vacancies))

**Closing date for applications:** Please complete this application form electronically, save with your first name and surname as the document title and email to lisa@triangleconsulting.co.uk to arrive no later than 5pm on 10th October 2017

**Interviews:** 2nd November 2017

Please note that in compliance with the Data Protection Act 1998 Triangle collects the requested personal information below for the sole purpose of recruiting for the above position and will delete your details following conclusion of this process. If Triangle wishes to keep hold of this information beyond the completion of recruitment (eg for future vacancies), we will expressly request your consent to do so.

**Personal details**

|  |  |
| --- | --- |
| Surname:  | Title:  |
| Forename(s):  |
| Home address (including postcode):  |
| Email:  |
| Telephone number:  |
| Mobile number:  |
| Work address (including postcode):  |
| Work Email:  |
| Work telephone number:  |
| Work mobile number:  |
| May we contact you by telephone [ ]  or email [ ]  at work? (please indicate as appropriate) |
| Period of notice in present post:  |
| Please give your present/last annual salary, and details of any additional benefits/allowances:  |

**Education and qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University/College | Subject | Frommonth/year | Tomonth/year | Results |
|  |  |  |  |  |
| Technical, professional, commercial, or relevant in-house training |
| College/Institute | Type of training | From(month/year) | To(month/year) | Results |
|  |  |  |  |  |
| Membership of professional bodies/Professional registration |
| Secondary School | Examinations passed | Frommonth/year | Tomonth/year | Grades |
|  |  |  |  |  |

**References**

|  |
| --- |
| Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace. Relatives may not be given as referees. |
| One |  | Two |  |
| Name: Job title of referee: Relationship to you: Address: Tel. no.: Fax no.: Email:  | Name: Job title of referee: Relationship to you: Address: Tel. no.: Fax no.: Email:  |

**Current and previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name, address and type of business | Positions held(briefly describe duties) | From (month/year)To (month/year) | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Other Interests and Achievements**

|  |
| --- |
| Please state below other interests and achievements outside of work and education (200 words maximum) |
|  |

**Reasons for applying and suitability**

|  |
| --- |
| Please state below why you are interested in applying for the post and indicate how your skills, past achievements, qualifications, experience and personal qualities make you suited for this job and what contribution you would expect to make if appointed. (400 words maximum) |
|  |