

**Application for Employment**

**Position Applied for:** Administration Assistant

**Reference**: AA21

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| **1 Personal Information** | | | |
|  |  |  |  |
| **Surname** |  | **Initials** |  |
|  |  |  |  |
| **Address** |  | | |
|  |  | | |
|  |  |  |  |
|  |  | **Postcode** |  |
|  |  |  |  |
| **Telephone** |  | | |
|  |  |  |  |
| **Email** |  |  |  |

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| **2 Declaration** | |
| I confirm that the information given on this form is true and correct to the best of my knowledge & belief. | |
| Signed: | Date: |

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| **3 Employment History** | | | | | |
| Please give the details of full and part time employment over the last 10 years beginning with your current or last job | | | | | |
| Dates | | Employer | | Job Title (main responsibilities) | |
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| Notice Period | |  | Current/recent salary | |  |

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| **4. Education** | |
| Please provide details of academic and professional qualifications | |
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| Please give details of voluntary activity, internships, etc |
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| **4. Supporting information** |
| With **reference to the Job Description and Person Specification**, please state why you are interested in this job. What aspects of the Job Description and the work of the Poverty Alliance attract you particularly? What do you bring to the job? PLEASE DO NOT EXCEED 2000 WORDS |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **5 References** | | | | | | | |
| Please give two referees, one of whom should be your current or most recent employer | | | | | | | |
| Name |  | |  | |  | | |
|  |  | |  | |  | | |
| Position |  | |  | |  | | |
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| Address |  | |  | |  | | |
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| Telephone |  | |  | |  | | |
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| Email |  | |  | |  | | |
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| If you are shortlisted for the post, may we approach the above persons for a reference prior to interview? | | Yes | |  | | No |  |

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| --- | --- | --- | --- | --- |
| **6 Driving Licence** | | | | |
| Do you possess a full driving licence? | Yes |  | No |  |

Please return this form to Sinead Howell by email to [sinead.howell@povertyalliance.org](mailto:sinead.howell@povertyalliance.org)



The Poverty Alliance

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