**Application Form Part 2**

**Administrator and Casework Assistant- Eastbourne**

**Please expand sections or continue on separate sheets, as necessary**

**Current or most recent work experience (paid or unpaid)**

Name and address of employer or where you volunteer:

Position held: From: to:

Brief outline of duties and responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous relevant work (paid or unpaid) or life experience: most recent first** Please give details | | | |
| *Name, address and nature of business* | *Position Held and Main Duties* | *Dates Employed*  *Month/Year*  *From To* | *Reason for Leaving* |
|  |  |  |  |

# Training: Please give details of training relevant to the post? Most recent first

Course title & content dates length of course

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| **Are you legally eligible for employment in the UK?** |

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| **Skills, Knowledge and Experience:** In this section we would like you to give reasons for applying for this post. Bearing in mind the job description enclosed with this form, you should indicate what skills and experience you would bring to the work. You should give practical examples of your skills, commitment, knowledge and experience. If you use continuation sheets, please make sure you mark each sheet clearly with your name. Please note that applications are considered under Money Advice Plus’ Equal Opportunities Policy which means they are considered in reference to the person specification. We are looking for evidence that you meet the person specification. |

**References**

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| Please give below details of two people whom we may contact for references. They should be able to comment on the extent to which you match up to the person specification. Your current or most recent employer should provide one of your references. We will only take up references after you have been interviewed and with your agreement.  ***If you are offered a post, we would like to contact your referees as quickly as possible and so we prefer to use emails. Please provide an email address if possible. Otherwise, please include the post codes.***   1. *Name: Job Title/relationship to you:*   *Organisation:*  *Address:*  *Email: Telephone Number:*   1. *Name: Job Title/relationship to you:*   *Organisation:*  *Address:*  *Email: Telephone Number:* |

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| I confirm that all the information given in this application and supporting statement is correct  Signed…………………………............................. Date ………………………………….  If submitting by email, you may be asked to sign if you are invited for interview |