



## **Bookings Administrator**

### **I. Personal details**

Title & Full name	
Telephone Number	
Email Address	
Do you have the right to work in the UK?	YES / NO

### **2. Education/Qualifications/Courses – most recent first**

School/College/University	Course taken / Qualifications

### 3. Present employment

Name and address of present employer	Job title
	Date of appointment
	Notice required
Brief details of duties and responsibilities	

### 4. Past employment (paid or unpaid) – most recent first

Please explain any gaps in employment.

Employer's Name and address	Position held	Dates

**5. Personal statement**

Please give a personal statement in support of your application, clearly demonstrating how you meet the criteria on the person specification (*please continue on a separate sheet if necessary*)

**6. References**

Note: Referees should not be friends or relatives and should cover a period of at least five years. Referees will not be contacted in advance of an interview.

<b>1. Present/most recent employer</b> Name  Job Title  Address  Postcode  Telephone number  Relationship to you	<b>2. Previous employer / Other</b> Name  Job Title  Address  Postcode  Telephone number  Relationship to you
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**7. Computer Skills**

What computer skills do you have:

**8. Declaration**

I certify that to the best of my knowledge, the information given on this form is correct. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I also understand that the information I have provided may be subject to checking.

Signature.....Date.....

Please return this form to: [admin@richmondteamministry.org](mailto:admin@richmondteamministry.org)