



Application Form Receptionist/Administrator

Name in full (BLOCK LETTERS)	
Postal Address (BLOCK LETTERS)	
Phone Numbers	Private: Mobile:
Email Address	

Current Employment	
Name of current (last) employer	
Address	
Phone Number	
Contact Name	

Referees <i>(Please give details of two referees who would support your application)</i>			
Name		Name	
Address		Address	
Phone		Phone	
Do you give permission to contact referees			

Declaration			
I certify that the information given in this application is accurate and complete to the best of my knowledge.			
Signed		Date:	
<i>Please note that the signing of this application form (forms A1 and A2) indicates that you have read the job description and any other information issued by the company and that you can comply with the requirements of the post. Any false statements could result in the application being declared invalid.</i>			

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Receptionist/Administrator

General Education				
School or College Attended	From	To	Examinations	Results

Academic and/or Professional Qualifications				
Full Title Degree(s) Qual(s) held	Type & Grade of Honours (1 st or 2 nd Class, Gr I or II)	Subject(s) in final Exam	University, College or Examining Authority	Year Degree / Qual. Obtained

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Employment Record			
Give below, in date order, full particulars of all employment (including also any periods of unemployment) between the date of leaving school or college and the date of taking up your present position. No period between these dates should be left unaccounted. If it is necessary to continue on a separate sheet, please set out the information in the same manner as below. Candidates may be short-listed for interview on the basis of information supplied on their applications.			
From	To	Name & address of Employer, Details of salary	Description of title and duties/responsibilities

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Present Position			
From (Date)		Title	
Main responsibilities and significant features (including name and address of employer, salary).			

Please indicate any particular experience, innovations or achievements you consider an Interview Board should be aware of when assessing your application.

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Please outline any other supporting information that you consider would be relevant to your application for this particular post.

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Please indicate your IT skills / experience:

If offered appointment when could you take up duty?

This application form, when completed, should be returned by email to: anne.gaughan@locallink.ie
Reference: Receptionist/Administrator

Or Post to:-
Anne Gaughan,
Local Link Limerick Clare,
1 Market Place,
Newcastle West,
Co. Limerick.

Local Link Limerick Clare is an equal opportunities employer. Canvassing will disqualify.