



NTC

Job application form

POSITION APPLIED FOR	Executive Assistant & Receptionist
PERSONAL DETAILS	
Surname	Given name
Preferred name	
Address	
Home phone	
Mobile phone	
Email	
Nationality	
If non-UK passport, indicate visa status if resident in UK	

FURTHER OR HIGHER EDUCATION QUALIFICATIONS		
Qualification title	Institution/Training provider	Year completed

Are you currently undertaking study/training (tick one) Yes No

Course/programme name

PREVIOUS EMPLOYMENT (MOST RECENT FIRST PLEASE)			
Employer	Dates from/to	Position held	Reason for leaving

REFERENCES - Please provide details of three referees: current employer and 2 others			
Name	Contact email	Contact phone	Position held/working relationship

Please complete the application notes above and attach the following:

1. Letter of application, including the following in your letter:
 - An indication of why you are interested in this particular post
 - The strengths that you would bring to this appointment
2. A current CV.

DECLARATION

I declare that to the best of my knowledge the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with the College.

Signed _____ Date _____.