**APPLICATION FORM**

**Office Administrator/Assistant to the Director**

|  |  |
| --- | --- |
| **NAME** |  |
| **ADDRESS** |  |
| **EMAIL** |  |
| **PHONE** |  |

**EDUCATION QUALIFICATIONS**

|  |  |
| --- | --- |
| **DATE** | **QUALIFICATION** |
|  |  |
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**TRAINING AND OTHER RELEVANT EXPERIENCE (FORMAL OR INFORMAL)**

|  |  |
| --- | --- |
| **DATE** |  |
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**VOLUNTARY OR COMMUNITY ACTIVITY RELEVANT TO THIS POST**

|  |  |
| --- | --- |
| **DATE** |  |
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|  |  |
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**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **DATE** | **EMPLOYMENT** |
|  |  |
|  |  |
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**PERSONAL SPECIFICATION - set out in detail with concrete examples how you meet the required essential and additional skills and what you feel you as a person could bring to this post and to the IRR in general (up to 1,000 words)**

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**REFERENCES – PLEASE SUPPLY TWO REFEREES – WITH FULL CONTACT DETAILS. Indicate if you are happy for us to approach them before any job offer**

|  |  |
| --- | --- |
| **REFEREE**  |  |
| **REFEREE**  |  |

**START DATE: Indicate when you could start work.**

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|  |

**Please return this completed form to** info@irr.org.uk **marked ‘Job Application’ by 5pm on 5th January 2017.**