

OSBORNE BOOKS LIMITED

APPLICATION FORM

Customer Services/Administrative Assistant (Full-Time)

Personal details	
Surname	Mr/Mrs/Miss/Ms
First name(s)	
Permanent Address	
Postcode	Telephone number (daytime)
Email	Nationality

Additional information
Describe your present state of health.
Please give details of any past or present medical condition which might affect your ability to work.

Qualifications and training			
Date	Qualification	Grade	Place of study

Employment history (please start with most recent job)

Dates	Employer	Job held, duties and responsibilities	Reason for leaving

Current (or most recent) salary:

What experience have you had of office work and dealing with customer services?

What experience have you had of computers and computer applications?

Interests and achievements

Supporting statement

Please state why you think you are the right person for this job.

References

Please give the name, address and telephone number of two referees. One of these should be your current or most recent employer. We will only contact referees if we are considering an offer of employment.

name

address

telephone

name

address

telephone

Declaration

I declare that the information supplied by me on this form is correct to the best of my knowledge.

I declare that I am legally entitled to work within the EU.

Signature of applicant Date