

Application for post of Administrative & Information Assistant

Name: _____

Address: _____

Telephone: _____ (day) _____ (evening)

Educational Qualifications

Personal Development (include any courses, voluntary work or responsibilities you consider relevant to the post)

Present post

Name and address of present employer
Job title
Date appointed
Principle duties of present post

Previous employment (beginning with most recent)

Job title/name and address of employer	Duties	Reason for leaving

Supporting statement

Please tell us why you are applying for this post, and how your previous experience is relevant to you application. You may use additional pages if necessary. In preparing your statement, please refer to the job description and person specification provided.

References

Please name two referees, at least one of whom should have knowledge of your present/most recent work, and be in a supervisory/managerial capacity.

Name

Name

Address

Address

Occupation

Occupation

Tel:

Tel:

May we approach your present/most recent employer for a reference now?

Yes/No

I confirm that the information provided is true and accurate to the best of my knowledge. I understand that any inaccurate information provided by me in relation to my application for this post may result in any subsequent offer of employment being withdrawn.

Signed: _____

Date: _____

Please send completed form to:

Finance & Office Manager
Institute for Conflict Research
Unit 14 North City Business Centre
2 Duncairn Gardens
BELFAST
BT15 2GG

Closing date for applications is **Friday 9th May 2008**.