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| To apply for this role please complete the Application Form and return with a covering letter/email and your CV to [cardiff@emptagehallett.co.uk](mailto:cardiff@emptagehallett.co.uk) by **4pm on Friday 6 March 2020.** |
| **Role: OFFICE ADMINISTRATOR** |
| **PERSONAL DETAILS** |
| Name: |
| Address: |
| Postcode: |
| Telephone Number: |
| Email: |
| **EDUCATION AND TRAINING** |
| Please list any educational qualifications and / or relevant training courses that you have attended (including institution and dates) |
| **EMPLOYMENT AND WORK EXPERIENCE** |
| Please tell us about any relevant work experience (formal or informal, paid or voluntary). Please give brief details of your employer, your main roles and relevant dates. You do not need to list your entire employment history – just experience that is relevant to this application. |
| **SUPPORTING INFORMATION** |
| Please explain why you are interested in this role, what personal qualities you would bring to the position and any further information you feel will help us when shortlisting **(max 750 words)** |
| **REFERENCES** |
| Please give name, position and contact details for two referees, including your present / most recent employer. |
| Normally we contact referees only after an offer of employment has been made. Do you have any objection to the reference being obtained prior to interview?  YES / NO (please delete as appropriate) |
| If you are currently employed what notice period do you need to give? |
| **DATA PROTECTION** |
| Emptage Hallett will process the personal data in this application form in accordance with GDPR 2018. The personal data will be used for the purposes of recruitment for the position specified in this application form and other similar positions that Emptage Hallett considers might be suitable for you. By signing this form you consent to the processing of sensitive personal data for the purposes of this application. |
| **MONITORING OF RECRUITMENT ADVERTISING**  Please state where you saw this position advertised. |
| DECLARATION:  I certify that the information given on this form is, to the best of my knowledge, true and complete. I understand that should my application proceed to an interview, I will be required to produce supporting documentation as evidence of my qualifications, previous experience and eligibility to work in the UK.  Signed…………………………………………………. Date…………………………………………….  Print name…………………………………………………….  NB Any false statement may be sufficient cause for rejection or, if employed, dismissal. |