



GOOD ADVICE UK

JOB APPLICATION

Please fill in the form using capital block letters

PERSONAL INFORMATION	
FIRST NAMES	
SURNAME	
MOBILE NUMBER	
HOME NUMBER	
EMAIL ADDRESS	
HOME ADDRESS	
Commute to Office (duration in time)	
Date of first entry to the UK (if Applicable)	
Nationalities	
Right to Work in UK	
Family Status	- Married no children - Single - Divorced - Married with children - Unmarried Partner - Prefer not to mention
Smoking?	- Yes - No

In less than 50 words, how do you describe yourself?

Academic Qualifications/Education?

EMPLOYMENT HISTORY SUMMARY						
From: (mm/year)	To: (mm/year)	Employer's Name	Location	Main Duties/Responsibilities	Basis (Full-Time/ Part-Time)	Length (Months/ Years)

What are your biggest strengths?

What are the areas that you believe you need to improve?

How would you rate your IT skills? Please specify software you are most familiar with

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Specify the position you wish to be considered for?

- Admin Assistance
- Receptionist/Telephone/Meet and Greet
- Office Administration and coordination
- Legal Advisor/Caseworker
- Book-Keeper/Accounting Assistant
- Personal Assistant to Managing Director
- Marketing and content writer
- HR
- Other: Specify
- Unsure

Why did you make the above choice?

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Are you currently employed? Yes/No

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If YES – what is your notice period?

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Reasons for leaving your most recent employment (if applicable)?

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Have you taken any sick leave days in your most recent employment? (If Yes, please provide details)

Do you have any holidays that have been pre-booked booked? (If Yes, please provide details) (Our policy does not permit holidays during first 6 months of employment unless for study/family emergency reasons)

Can you provide details of two referees who can comment on your work ethics and attitude? Yes/No

Referee No 1	Referee No 2
Full Name: Occupation: Capacity: Email:	Full Name: Occupation: Capacity: Email:

Why should your application be selected amongst others?

Most recent salary level?

Expected salary level? Gross/Net – Per Annum/Per Month/Per Week/Per Day/Per Hour

Career goals and future career or study plans?

Ability to work on Saturdays?

- Possible – Weekly
- Possible – Bi-Weekly
- Possible – Ad-hoc when needed
- No Possible

In there anything else you like to add/ask?

Have you read about company? If YES, what did you learn and think?

SIGNATURE:

DATE: