# Thank you for your interest in Arthur & Carmichael, please complete this application form and send it with the title ‘Application Form– Arthur & Carmichael – Receptionist & Office Assistant’ to [lf@arthur-carmichael.co.uk](mailto:lf@arthur-carmichael.co.uk) , please note the closing date of **Thursday 9 March 2023 at 17:00**. If you would like to have an informal discussion about any aspect of the job, please contact Lindsay Ferries on 01862810202.

# Application form – Receptionist & Office Assistant

Your contact details

Name:

Address:

Postcode:

Phone:

Email:

## Education and training

Please give details:

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## Qualifications

Please give details:

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## Employment history

### Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

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### Previous employers/voluntary work

Please tell us about other jobs and/or voluntary work you have done and about the skills you used or learned in those jobs that are relevant to this vacancy.

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## Supporting statement

Please tell us why you applied for this job and why you want to work for Arthur & Carmichael.

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## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working for us?

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## Your preferred working pattern (please indicate)

## Full Time; Mon – Fri

Part Time; Job Share

## Right to work in the UK

Do you need a work permit to work in the UK? **Yes / No**

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Date: