



www.facefieldmarketing.co.uk
 12 Hercules Way, Aeropark, Farnborough, Hants. GU14 6UU

APPLICATION FORM FOR HEAD OFFICE SUPPORT STAFF POSTS

CONFIDENTIAL – please return website, email to apps@facefieldmarketing.co.uk or post to the above address

APPLICATION FOR POST OF : EVENT ADMINISTRATOR – HEAD OFFICE

PERSONAL DETAILS

SURNAME:	(MR/MRS/MISS/MS)
	FIRST NAMES:

ADDRESS:

CONTACT DETAILS:

HOME:

WORK:

MOBILE:

EMAIL:

NATIONAL INSURANCE NUMBER:

ARE YOU ELIGIBLE TO WORK IN THE UK? YES/NO

IF "NO" PLEASE SPECIFY YOUR CIRCUMSTANCES

EDUCATION AND QUALIFICATIONS

(Including any relevant professional qualifications)

SCHOOL, COLLEGE, UNIVERSITY	Dates	Dates	COURSES & EXAMINATIONS TAKEN WITH RESULTS



www.facefieldmarketing.co.uk

12 Hercules Way, Aeropark, Farnborough, Hants. GU14 6UU

EMPLOYMENT HISTORY

(Please give details of all employment)

List the information in chronological order with your current or most recent position first.)

Any gaps in your employment and/or training and education history will be explored with you if you are called for interview

Employer's name and address	Dates	Position held	Salary and benefits	Reason for leaving

REGISTERED OFFICE: Face Field Marketing,

Clermont house, 11 Nutshell Lane, Farnham, Surrey, GU9 0HG

REGISTERED IN ENGLAND: 05742372

1252 376715

VAT REGISTRATION: 931-8942-03 Tel: +44 (0)

mail@facefieldmarketing.co.uk



www.facefieldmarketing.co.uk

12 Hercules Way, Aeropark, Farnborough, Hants. GU14 6UU

PERIODS WHEN NOT WORKING		
(Please give details of any voluntary work and reasons for periods when you have not been employed)		
From	To	Reason

PROFESSIONAL DEVELOPMENT				
(Please give details of courses relevant to this application and indicate any awards earned)				
Course Title	Provider	Duration	Dates	Awards (if any)

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of professional body	Membership status	Date membership commenced



www.facefieldmarketing.co.uk

12 Hercules Way, Aeropark, Farnborough, Hants. GU14 6UU

EXPERIENCE

You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please make sure that you refer to the job description and also include:

- The reasons why you are applying for this post
- The personal qualities and experience that you feel are relevant to your suitability for the post.
- Key responsibilities and achievements in your present or most recent job which are relevant to this application.
- Details of any relevant interests or activities

Please continue on a separate sheet if necessary...../



www.facefieldmarketing.co.uk

12 Hercules Way, Aeropark, Farnborough, Hants. GU14 6UU

REFEREES

- **Your first referee needs to be your current or most recent employer. They will be contacted after interview if you are successful.**
- *Please do not give relatives or people solely in the capacity as friends as a referee*

Referee 1		Referee 2	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel No.		Tel No.	
Fax No.		Fax No.	
Email address		Email address	

In what capacity do you know the referee?	In what capacity do you know the referee?
---	---

When would you be available to start?

DECLARATION

I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal

SIGNATURE OF APPLICANT..... DATE