

# TRESCOBEAS SURGERY

## Vacancy Application form

Application for employment as: RECEPTIONIST

Full Name .....

Address:.....

Postcode .....

Telephone ..... E-Mail.....

### Education and training

Title, Date and results of any Educational (School, College, University) examinations taken

### Hobbies/Interests

### Employment history

1. Present or last employer .....

Address .....

Job title .....

Duties

Rate of pay .....

Date employed: from ..... to .....

Reason for leaving .....

**Previous employer before that .....**

Address .....

Job title .....

Duties

Rate of pay .....

Date employed: from ..... to .....

Reason for leaving .....

**No approach will be made to your present employer before an offer of employment is made to you.**

Please tell us about other jobs you have done and the skills you used and/or learned in those jobs.

Please tell us what you have to offer as a Receptionist?

Why do you want to work at Trescobeas Surgery?

Teamwork is important to us so please tell us what makes a good Reception Team?

Have you ever been convicted of a criminal offence?      Yes  No

*(Declaration subject to the Rehabilitation of Offenders Act 1974)*

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

Please tell us if there are any dates when you will not be available for interview

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

Signature ..... Date .....