



Job Application Form

Name: _____ Currently employed? Yes No

Address: _____ When are you available for work?

NI: _____

Postcode: _____

Email: _____

Tel: _____

Current / Last Employment Details

Employer: _____ Name of Supervisor _____

Address: _____ Phone No _____

Date employed from _____ to _____

Postcode: _____

Position: _____ Current Salary: _____

Key Duties: _____

Reason for leaving: _____

May we contact this employer for references? Yes No

Skills

In your current/latest work place, which computer systems did you work with?

On a scale of 0 -10 please give an indication of your level of competency in Excel:

Based on: 0 - Never used the program. 1-3 basic knowledge, enter details on a spreadsheet, cut and paste, filter cells, etc. 4-7 intermediate knowledge; freeze panes, change cell formats, formulas and calculations, etc. 8-10 Advanced knowledge; complex formulas, Auto filters, Pivot tables, conditional formatting, etc

Provide examples of how you have used Excel in your day to day job roles:

