

Administrative Assistant Application Form.

Closing date: 28th July 2021

Please make sure that you do not exceed 2½ pages

Name:

Address:

Telephone:

e-mail:

1. Please tell us how your administrative skills will help you to do this job well.

2. You will need excellent IT skills (in particular Word) for this job: please tell us more about yours.

3. This role is central to us delivering a well run and organised service. Please can you tell us how in particular can you could help us to deliver this?

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4. Please explain what it is about this job that has motivated you to apply for it.

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Thank you very much. We look forward to receiving your application.