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Design | Manufacture | Support

Job Application Form - Administration

Please complete form in block capitals and return to the address above			<ul style="list-style-type: none">• Cabs• Chassis• Roll bars• Doors• Suspension Arms• Complex Steel Fabrications• Tube Manipulation• Autophoretic Coating For vehicles and equipment: <ul style="list-style-type: none">• Industrial• Construction• Agriculture• Materials Handling• Commercial• Passenger• Sports Cars• Military• Specialist• Prototypes
Date			
What position are you applying for?			
Name			
Address including postcode			
Home Telephone Number			
Mobile Telephone Number			
Email Address			
Previous Employment			
Year	Company	Position	
Knowledge, Skills & Experience (please tick as appropriate)			
	Skill	Year	Qualification
	MRP Systems		
	Quotation Requests/Negotiating		
	Raising Purchase Orders		
	Expediting Orders		
	Supplier Quality Assurance		
	Inventory Management, JIT, Kanban		
	Sage or similar Accounts Package		
	Purchase Ledger		
	Sales Ledger		
	Credit Control		
	Payroll		
	Word		
	Excel		
	Access		