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**Design | Manufacture | Support**

## **Job Application Form - Administration**

|   |                |                      |
|---|----------------|----------------------|
| <b>Please complete form in block capitals and return to the address above</b> |                |                      |
| <b>Date</b>   |                |                      |
| <b>What position are you applying for?</b>                                    |                |                      |
| <b>Name</b>   |                |                      |
| <b>Address including postcode</b>   |                |                      |
| <b>Home Telephone Number</b>  |                |                      |
| <b>Mobile Telephone Number</b>  |                |                      |
| <b>Email Address</b>  |                |                      |
| <b>Previous Employment</b>  |                |                      |
| <b>Year</b>   | <b>Company</b> | <b>Position</b>      |
|   |                |                      |
|   |                |                      |
|   |                |                      |
|   |                |                      |
|   |                |                      |
| <b>Knowledge, Skills &amp; Experience (please tick as appropriate)</b>        |                |                      |
| <b>Skill</b>  | <b>Year</b>    | <b>Qualification</b> |
| <b>MRP Systems</b>  |                |                      |
| <b>Quotation Requests/Negotiating</b>   |                |                      |
| <b>Raising Purchase Orders</b>  |                |                      |
| <b>Expediting Orders</b>  |                |                      |
| <b>Supplier Quality Assurance</b>   |                |                      |
| <b>Inventory Management, JIT, Kanban</b>                                      |                |                      |
| <b>Sage or similar Accounts Package</b>                                       |                |                      |
| <b>Purchase Ledger</b>  |                |                      |
| <b>Sales Ledger</b>   |                |                      |
| <b>Credit Control</b>   |                |                      |
| <b>Payroll</b>  |                |                      |
| <b>Word</b>   |                |                      |
| <b>Excel</b>  |                |                      |
| <b>Access</b>   |                |                      |