

Application For Employment at Thomas Robinson Architects

Please read Job Description and Person Specification before filling this form in.

Please return the application no later than **Monday 12th September** – If reading this after 12th September please call to find out whether the post is still available 0771 990 2312.

Please return the application form by email to fiona@thomasrobinsonarchitects.co.uk or by post marked **Private and Confidential** to **Fiona Robinson** at the address below.

a	Job Title	Part time Office Manager
	Place of work	The Red House, Croftamie
	Hours	20 hours per week .0900hrs -1300hrs ,Mon-Fri

b	Personal Details	
	First Name	
	Surname	
	Address	
	Postcode	
	Telephone Home	
	Telephone Mobile	
	Email Address	
	Do you hold a current driving licence	
	Do you have any endorsements or penalty points ?	

c	Notes		
	Have you previously held the position of office manager? Tick please.	Yes	No

e	Present Employment	Date Commenced Employment	
Job Title:		Notice Required	Current Salary
A Brief Description of your main duties and responsibilities with an emphasis where possible on those most relevant to the job applied for.			

f		Previous employment list in order with most recent employment first		
Dates				
From Dd/mm/yy	To Dd/mm/yy	Name and address of employer	Job Title and Nature of Work	Reason for Leaving