

Kent Music
 24 Turkey Court
 Turkey Mill
 Ashford Road
 Maidstone
 Kent ME14 5PP
 Tel: 01622 691212



Return completed application forms to recruitment@kent-music.com

JOB TITLE:
Education Administration Assistant

PERSONAL DETAILS

Surname:	Title:
First names:	
Home Address:	
Postcode:	
Home telephone number: May we contact you on this number? YES / NO	Work telephone number: May we contact you on this number? YES / NO
Mobile telephone number: May we contact you on this number? YES / NO	E-mail address:
Address for correspondence (if different from above)	
Postcode:	
Do you have a current driving licence? YES / NO	Do you own/have use of a car? YES / NO
If the post you are applying for is TEMPORARY, PART-TIME or JOB SHARE, please indicate the period/preferred times of day you would be available:	
If offered this post, how much notice are you required to give (if you are not in employment when would you be free to start)?	

REFERENCES

Please give details of two referees, one of whom must be your present or most recent employer from whom a confidential reference may be obtained. References will be requested after interview.

Name:	Position:
Address:	
Post Code:	Telephone:
Email:	

Name:	Position:
Address:	
Post Code:	Telephone:
Email:	

PREVIOUS EMPLOYMENT (most recent first)

Name of Employer:	Position held:
Date From-To:	Leaving Salary:
Address:	
Nature of work, duties and reasons for leaving:	

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EDUCATION & TRAINING

Secondary and Further Education:

From:	To:	School(s)/College(s)	Examinations taken and grades obtained

Higher Education:

From:	To:	Place of Education	Courses, Degrees, Diplomas and grades obtained

Other Qualifications

Dates:	Details:

Short and Part-time Courses (including any relevant in-house or in-service training)

Dates:	Details:

Membership of Professional Bodies (and whether achieved by examination or experience)

Dates:	Details:

Other skills (including keyboard, audio and shorthand speeds etc.)

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Other interests, hobbies and voluntary roles

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PERSONAL STATEMENT:

Please expand on why you are applying for this role and why your qualifications and experience make you a suitable candidate.

Where did you hear about this vacancy?

I certify that to the best of my knowledge the information in this application is true.

Signed:

Date: