

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



**JOB TITLE: PART TIME RECEPTIONIST – SEVENOAKS MUSIC CENTRE**

**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 persons, 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:	

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Address:	
Post Code:	Telephone:
Email:	

## Present Employment – (If self-employed please give details)

Name and address of Employer:	Position held:
Date started:	Present salary and grade:
<i>Write a brief description of your present duties/responsibilities saying who you report to and if appropriate, who reports to you.</i>	

**Previous Employment** (most recent first)

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

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Date From-To:	Leaving Salary:
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**Education and Training**

**Secondary Education:**

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

**Further Education:**

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

**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.)

**Other interests, hobbies and voluntary roles**

**Personal Statement:**

Please expand on why you are applying for this role and why your qualifications and experience make you a suitable candidate. **Maximum of 750 words – please outline your suitability for the post using the job specification**

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

Signed:

Date:

