



19 The Close, Salisbury, Wiltshire SP1 2EE  
Tel: 01722 424800 Email: info@sarum.ac.uk

**APPLICATION FOR THE POST OF MA ADMINISTRATOR**

**A PERSONAL DETAILS**

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Address: \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Telephone (evening) \_\_\_\_\_ Telephone (day) \_\_\_\_\_ Email \_\_\_\_\_

**B REFERENCES**

Please give the name and address of two referees, one of whom should be your present or most recent employer.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

May we contact this referee prior  
to interview? Yes / No

May we contact this referee prior  
to interview? Yes / No

C \_\_\_\_\_ EDUCATION

GENERAL EDUCATION (SCHOOLS FROM THE AGE OF 11)

School  
grades

Summary of examinations passed and

FURTHER/HIGHER EDUCATION

College/university

Qualifications obtained

D \_\_\_\_\_ TRAINING AND DEVELOPMENT

Please give details of any training courses that you have attended that are relevant to your application

Course title

Dates: from/to

Content of course

E EMPLOYMENT HISTORY

With regard to your present or most recent employment, please state

Employer's name \_\_\_\_\_

Employer's address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position held \_\_\_\_\_

Dates: from \_\_\_\_\_ to \_\_\_\_\_

Summary of responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state in date order previous posts held

From (month/year)	to (month/year)	Employer's name and address	Position held, duties and reason for leaving
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F PERSONAL STATEMENT

Please use this space to give us further information about yourself, your career, your activities and your personal interests that you think is relevant to your application. Please also give your reasons for applying for this post. If necessary, continue on a separate sheet.

Are you eligible to work in the UK? Yes  No

If Yes, please give details of the documentation you can provide to demonstrate this, eg, British Passport / European Economic Area Identity Card, full birth certificate or travel documentation showing an authorisation to reside and work in the UK.

Have you ever been convicted of an offence that is not 'spent' under the Rehabilitation of Offenders Act, 1974?

Yes / No

If so, please give details

**DECLARATION:**

I declare that, to the best of my belief, all information given on this form is true and complete. I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading could lead to my dismissal without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Your signature on this document gives Sarum College the right, under the Data Protection Act 1998, (the "DPA") and the General Data Protection Regulation (the "GDPR") to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment. Any processing of the data by Sarum College will be in accordance with its Data Protection Policy and the processing principles set out in the DPA and GDPR.