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# **Application Form CONFIDENTIAL**

**Please complete all parts of this form.**

**Shortlisting will be based solely on the information given on this form and CVs will not be accepted.**

**Please complete all sections of this application using black typescript.**

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| **POST: Account Executive (Full-time Permanent)** **CLOSING DATE: Monday 21st of August at 11.59 PM.****INTERVIEWS TO TAKE PLACE THE WEEK COMMENCING 28TH AUGUST.** |

### X

This post is open to Job Share this is not a Job Share post

(See information for applications)

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| PERSONAL DETAILS |
| Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address:\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Telephone Number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| EDUCATION |  |
| Subjects passed at ‘A’ Level/GCSE and grades (or equivalent) |
| Degrees or diplomas with dates and institutions attended and class awarded (starting with the latest) |
| Professional Qualifications e.g. CIPR, CIM etc.  |

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| **PRESENT EMPLOYMENT**  |
| Name and Address of present employer (or last employer)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Held:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Duties of Post: Date Appointed: Present Salary: Period of Notice: Reason for leaving:  |

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| WORK EXPERIENCE |
| Please list all previous employment including a brief description of duties and dates. This can include vocational, work experience and voluntary placements. Start with the most recent and account for any gaps in your employment history. Information should cover a minimum one-year period. |
| Employer’s Name & Address | Dates of employment | Job title/Duties | Reason for leaving | Final salary |
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| RELEVANT EXPERIENCE TO THIS POST |
| **Referencing the Job Description, how do your skills, experience and abilities relate to this post? Please also tell us why you want to work for Stratagem and what contribution you will make to the team** |
| **1.0 Essential Criteria** |
| **Using the Essential Criteria as outlined in the Job Description, please address each point using examples to demonstrate how you meet the criteria.**  |

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| **2.0 Desirable Criteria** |
| **Using the Desirable Criteria as outlined in the Job Description, please address each point using examples to demonstrate how you meet the criteria.**  |

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| **DECLARATION**  I declare that the information set forth in this application form is, to the best of my knowledge, true and complete. Signature:  Date:  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REFERENCES**Please supply the names and current business addresses of two referees whom we may contact for a reference. The first one should be from your current employer. (No approach will be made to your current employer before an offer of employment is made). If you are unemployed, this should be your last employer.

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| Name: |  | Name: |
| Job Title/Occupation: |  | Job Title/Occupation: |
| Address: |  | Address: |
| Tel. No.: |  | Tel. No.: |
| In what capacity do you know them? |  | In what capacity do you know them? |

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| **PLEASE RETURN BY EMAIL** **BY 11.59 PM on Monday 21st August 2023 TO:** **clare.forker@stratagem-ni.com** |