**HOME**

**Customer Services Administrator**

(Kickstart Placement)

**Application Form**

Please complete the boxes below and return to the **Young Peoples Training Manager**: [Kris.Overend@homemcr.og](mailto:Kris.Overend@homemcr.og) by: **23:59 on 30th October 2021**

**\*Please note, we will only accept application forms from those who have been referred by their DWP work coach.\***

If you have any questions regarding the application form please don’t hesitate to get in touch with our **Young Peoples Training Manager** – [kris.overend@homemcr.org.uk](mailto:kris.overend@homemcr.org.uk)

|  |  |
| --- | --- |
| First Name: |  |
| Surname: |  |
| Unique ID: (To be completed by HOME) |  |
| Address: |  |
| Email Address: |  |
| Phone Number: |  |

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| --- |
| **Tell us in your own words why you believe you are a suitable candidate for this position and what particular qualities and experience you would bring to the post if appointed.**  **Remember to be open and honest in your answer and there is no limitation to word count, please use the next page if required.** |
|  |

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| --- |
| **Please fill in the box below with your last employment details,** *(Don’t worry if this would be your first role in employment).* **State any relevant work experiences and qualifications you have i.e. GCSE’s, A-Levels…etc.** |
|  |

**Reference 1** – *This can be a personal or professional reference*

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Organisation:** (please include address) |  |
| **Phone Number:** |  |
| **Email Address:** |  |

**Reference 2** (Optional) - *This can be a personal or professional reference*

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Organisation:** (please include address) |  |
| **Phone Number:** |  |
| **Email Address:** |  |