

Application Form

DG Murray Trust Receptionist and Office Administrator

Personal:

Full name and Surname	
Contact Number	
Email address	

Language proficiency:

Spoken Language/s	Level of spoken proficiency			Level of written proficiency		
	Fair	Good	Excellent	Fair	Good	Excellent

Education:

Highest education qualification	
Institution	
Date of qualification	
Other relevant training	

Availability:

Notice period/date available to start position	
Salary expectation	

Employment History (please include details of your most recent three employers):

Name of employer	
Position held	
Dates of service	
Reason for leaving	

Name of employer	
Position held	
Dates of service	
Reason for leaving	

Name of employer	
Position held	
Dates of service	
Reason for leaving	

In your full employment history, have you ever had any form of disciplinary action taken against you by a previous employer?	
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Competencies:

Please rate your software capabilities below (✓)

	Excellent	Good	Fair
Outlook			
Excel			
Word			

Please rate your competency capabilities below (✓)

	Excellent	Good	Fair
Administration			
Communication			
Teamwork			

Please choose only five attributes that YOU think are important for this position (✓)

flexibility	dependable	trustworthy	punctual
honesty	adaptable	integrity	tolerant
independent	meticulous	respectful	considerate
practical	dynamic	discernment	knowledgeable

I confirm that the above information is true and correct.

Signature