



Required Application Information: Facilities and Customer Service Assistant

Personal Information

- Full Name:
- Address:
- Telephone Number:
- Email Address:

Availability (Cover hours can range from 8am to 5pm Monday to Friday)

- Preferred number of hours per week (25-30 hrs):
- What would be your preferred days / times?
- Are you interested in job sharing? (Yes/No):
- If yes, what would be your preferred days / times?
- Are you available to work evenings and weekends as needed? (Yes/No):

Skills and Experience

- Briefly outline any relevant experience you have for this role:
- Describe your customer service experience:
- List any relevant training or qualifications:
- Are you comfortable performing manual tasks such as lifting furniture and equipment? (Yes/No):

Apprenticeship

- Would you like to combine this role with a Social Media Management Apprenticeship? (Yes/No):
- If yes, briefly explain your interest or experience with social media:
- Would you be interested in another type of office-based apprenticeship? (Yes/No)

Supporting Statement

Please tell us why you are interested in this role and what qualities you could bring to our team:

References

Please provide the details of two references, one of which should be your most recent employer or college: