

**APPLICATION FORM**

**Executive Administrator**

**Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please complete the following sections (maximum of 500 words per section)***

|  |
| --- |
| **CEO support:** Please outline your experience and knowledge of supporting a CEO\senior manager |
|  |
| **Organising meetings & presentations:** Please outline your experience organising events\meetings for senior management |
|  |
| **Community Education:** Please outline your understanding, philosophy and experience of community education. |
|  |
| **Setting up effective file management and administration systems**: Please outline your knowledge and experience in this area. |
|  |
| **Is there anything that would affect your ability to carry out any of the requirements of this role?** |
|  |

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| **What is your current salary/salary expectations?** |

**REFEREES**

**Referee one**

**Name:**

**Job title:**

**Postal address:**

**Email address:**

**Telephone no:**

**Referee two**

**Name:**

**Job title:**

**Postal address:**

**Email address:**

**Telephone no:**