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**Application Form – Technical Support Co-ordinator**

*Your personal details will be processed in accordance with our Applicant Privacy Statement – a copy of which can be found on the careers page of our website.*

***Please fill out the application form electronically or by hand.***

***Boxes can be expanded or additional sheets of papers used if necessary.***

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| **Personal Details** | | | | | |
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| First Names: | | | Last Name: | | |
| Address: | | | Mobile Tel:  Email: | | |
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| Postcode: | |  | Nationality: | | |
| Is your preference to work:      (Full-time is 35 hours per week Monday to Friday, if part-time please provide some detail of your preferred working pattern below – while this cannot be guaranteed we will consider all options) | | | | | |
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| **Educational History** | | | | | | | | |
| **School/College** | | | Date | | from: | | to: | |
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| GCSE’s (or Equivalent) | Year | Grade | | A-Levels (or Equivalent) | | Year | | Grade |
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| **University (First Degree):** | | | Date | | from: | | to: | |
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| Degree & Subject: | | |  | |  | | Class: | |
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| Courses/Projects: | | | | | | | | |
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| **Other Qualifications:** | |  | | |  | |
| College/Organisation | | Date Obtained | | | Qualification | |
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| **Languages:** | |  |  | | Level of ability | |
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| **IT Skills:** | |  |  | |  | |
| Graphics Packages: | |  |  | | Level of ability | |
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| Database Packages: | |  |  | |  | |
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| Other Packages: | |  |  | |  | |
| **Previous Employment / Work Experience**  (Starting with most recent) | | | | | | |
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| Organisation | | From | | To | Job Title/Responsibilities | |
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| Please state here your main interests and ambitions, and why you feel you are suitable for the post: | | | | |
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| **Additional Information** | | | | |
| Please answer the questions below as comprehensively as possible, selecting examples from your academic, work or personal experience (as appropriate). Where relevant, please outline the situation with which you were presented, the outcome, and how you reached this outcome, detailing any particular difficulties you encountered. | | | | |

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| **Describe your experience of working with databases and/or spreadsheets and analysing data** |
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| **Give an example of a challenging problem that you have had to confront (preferably involving people) and describe how you set about solving it and with what success.** |
| **Give an example of a project you successfully completed where you had to pay particular attention to detail.** |

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| **Which of ITOPF’s Company Values do you consider most important and why? Can you give one or two examples of when you have applied them in the past?** | | | | |
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| **Give an example of a situation where you have had to work under pressure and meet a tight deadline.** |

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| **References** | | | | | |
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| Please name two referees, one of whom must be your current or most recent employer (will not be contacted without prior permission). | | | | | |
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| Tel: |  |  | Tel: |  |  |

Declaration to be completed by all applicants:

I confirm that the information I have given is correct and complete.

I understand that data I provide as part of the recruitment process will be used and processed in accordance with ITOPF’s Applicant Privacy Statement - a copy of which has been made available to me. I understand that should I become an employee, this data will be used for employment related purposes.

Signed: Date:

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| Please take a moment to tell us where you saw the job advertised: | | | |
| University careers 🞎 | ITOPF Website 🞎 | LinkedIn 🞎 | Recruitment Agency 🞎 |
| Other *(please specify):* | | | |

*Please email your completed* ***application form*** *together with a* ***covering letter*** *to* [recruitment@itopf.org](mailto:recruitment@itopf.org)