

Pro Forma Application – Reception/Admin Support

**DDB Physiotherapy Clinic**

**1 Pier Street, Lee on the Solent, Hampshire PO13 9LD**

**02392 552266**

**Proprietor: Didi Berry MSc MCSP MHPC**

**APPLICATION FOR EMPLOYMENT**

*(please attach your current cv to this application form)*

<b>Name:</b>		
<b>Title:</b>		
<b>Forenames:</b>		
<b>Last Name:</b>		
<b>Address:</b>		
<b>Telephone Number</b>	<b>Home:</b>	<b>Mobile:</b>
<b>Email Address:</b>		



Please list your school and/or university/college education below, ***showing the most recent first:***

School/University/College Name and address	Dates attended From: To:	Qualifications gained

Please provide the names of two people we may approach for a reference. One of these must be your current, or most recent employer, if applicable. We will not approach your referees without seeking your permission in advance. ***Please note that references will always be sought before offering employment***

Name	Full Address including Post Code/Telephone Number/Email	Position
Can we approach prior to interview (Y/N)		
Can we approach prior to interview (Y/N)		

What software packages are you familiar with?

Software	Level of Proficiency: Basic, Intermediate, Advanced, Expert (please select one option)

Please list below the last three training courses you attended during employment, ***showing the most recent first:***

Course Title	Dates From: To:	Name of Provider	Brief description of course content

What leisure activities are you involved in?

When are you available to commence employment if offered?

Do you have the legal right to work in the United Kingdom?

Are you registered Disabled?

**What do you think are the three important qualities that you can bring to the practice, and why?**

1.

2.

3.

***I declare that all the factual information provided in this application form is true to the best of my knowledge. If offered employment, and it is subsequently established that any of the factual information in this application is false, I understand that the practice has the option to terminate my employment***

**Signed:**

**Date:**