# Mercat Tours Ltd

## Visitor Services Assistant

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| **Part 1:** | **Personal Details** |
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| Surname: |  | First Name (s): |  |
| Address: |  |
| Tel no. Day: |  | Tel no. Eve: |  |
| Email: |  | Mobile: |  |
| How did you find out about the vacancy? |  |

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| **Part 2 (a):** | **Employment** |
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| **Present/most recent employment** |
| Name & Address of Employer: |  |
| Start date: |  | Length of service: |  |
| Reason for Leaving: |  |
| Present or most recent job title: |  |
| Please summarise your main duties and Responsibilities in the above job. |
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| **Part 2(b)** | **Previous Employment (most recent first)** |
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| Employers Name & Address | Job Title & Start and Finish Dates | Main Duties and ResponsibilitiesReason for Leaving |
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| **Part 3:** | **Education & Training** |
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| **Secondary Education** |
| Certificate Gained | Subjects / modules | Grade/Band | Date |
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| **Further/Higher Education and Academic Achievements** |
| Qualification Gained/ Working Towards | Main Subjects Studied | Awarding body | Name of College/University | Date Achieved |
|  |  |  |  |  |
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| **Other Relevant Training** |
| Course Name/Subject | Provider | Duration | Date |
|  |  |  |  |
| **Part 4:** | **Personal Statement and Additional Information** |
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| Please describe your experience, skills, achievements and qualities that are most relevant to the post. You may make reference to other areas of involvements as well as paid employment. |
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*If necessary, you may use a continuation sheet. If you do so, please staple or pin it securely to this sheet.*

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| ***Declaration:****I verify that to the best of my knowledge, the information supplied on this application form, and on any additional sheet, is correct.* |
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| **Signature:** |  | **Date:** |  |