# 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)** | | | | | |
|  | | |  | | | |  | |
| Employers Name & Address | | | Job Title & Start and Finish Dates | | | | Main Duties and Responsibilities  Reason for Leaving | |
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| **Part 3:** | | | **Education & Training** | | | | | |
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| **Secondary Education** | | | | | | | | |
| Certificate Gained | | | Subjects / modules | | | | Grade/Band | Date |
|  | | |  | | | |  |  |
|  | | | | | | | | |
| **Further/Higher Education and Academic Achievements** | | | | | | | | |
| Qualification Gained/ Working Towards | | | Main Subjects Studied | | Awarding body | | Name of College/University | Date Achieved |
|  | | |  | |  | |  |  |
|  | | | | | | | | |
| **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.* | | | |
|  | | | |
| **Signature:** |  | **Date:** |  |