

PRIVATE AND CONFIDENTIAL

Application pack for the position as Academic Programme Assistant

DO NOT SEND CVs. Please complete each section of this application form. Please upload the form as a **pdf**.

Section 1: PERSONAL DETAILS (please note all of Section 1 will be removed from the application prior to shortlisting)	
Title (Mr, Ms etc)	
Family name	First name(s)
Contact address	
Telephone (home)	Mobile
Email	
ADDITIONAL DETAILS	
<p>The Milestone Institute is committed to equality of opportunity and as such will make all reasonable provision for applicants with disability and for applicants with children or dependents.</p> <p>Please state if there are arrangements you would like us to make if you are called for interview (if you would rather discuss this in person, then this can be done while arranging an interview).</p>	
Do you have an unspent criminal conviction? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(If yes, please give brief details)	



MILESTONE INSTITUTE

REFEREES

Please supply details of two referees. These should not include relatives, partners or friends. If you are in current employment, one reference must be from your current employer. All appointments are subject to the receipt of satisfactory references.

Name of Referee 1:

Job Title:

Organisation:

Address:

Tel:

Email:

Relationship (e.g. line manager/university tutor):

May we contact this referee if you are shortlisted?

Yes No

Name of Referee 2:

Job Title:

Organisation:

Address:

Tel:

Email:

Relationship (e.g. line manager/university tutor):

May we contact this referee if you are shortlisted?

Yes No

Where did you see this position advertised?



MILESTONE INSTITUTE

Section 2: APPLICATION

EDUCATION AND QUALIFICATIONS

It is not necessary to list every Érettségi subject, although you may wish to highlight any that are particularly relevant.

Secondary School attended	From	To	Qualifications and level attained
Institutions of Higher Education attended	From	To	Qualifications and level attained

ANY OTHER RELEVANT TRAINING, KNOWLEDGE OF LANGUAGES, DRIVING LICENCE etc.

Please give details of any additional qualifications, any membership of professional bodies, and any training you have undertaken or are currently undertaking that may be relevant to this application.



MILESTONE INSTITUTE

CURRENT/MOST RECENT EMPLOYMENT

Current/most recent employer's name and address:

(If you are not currently in paid employment please provide information about your most recent employment and use this space to tell us what you are currently doing)

Date started:

Date ended (if applicable):

Post held:

Salary (NET):

Please give a description of your current duties and responsibilities:

PREVIOUS PAID/UNPAID EMPLOYMENT

This section should include all previous employment and experience, whether paid or unpaid.

Employer's name and address	Job title and brief description of duties and responsibilities	Dates of employment



MILESTONE INSTITUTE

PERSON SPECIFICATION

Please read the attached job description carefully and address **each** of the **essential** points in the section marked “person specification”, stating why your knowledge, skills and experience match what we are looking for.

The information provided in this section will determine whether or not you are invited for an interview.

PLEASE KEEP YOUR PERSONAL STATEMENT BETWEEN 300-400 WORDS.

If you have any questions please address them to gal@msinst.org

Applications must be received by: March 6th, 2016.

Applications received after the deadline will not be considered.