



APPLICATION FORM
Sales Admin Assistant (Part-Time)
Sheppy's Cider Ltd

We are looking for a suitable employee for the post of Sales Admin Assistant.

The successful candidate must be an excellent administrator. He/she will also have the following skills and qualities, supported by excellent employer references.

You must be

and have:

Well organised
Self-motivated
Reliable
Accurate
A good team member
Conscientious
Versatile
Honest and trustworthy
Discreet
Capable under pressure
Comfortable making decisions
Fully computer literate (including Excel)

Flexible approach
Initiative
Boundless energy
Excellent communication skills
Sense of humour
Patience
Enthusiasm to learn

Enthusiasm and willingness to adapt to anything will be a huge asset in any candidate.

It is hoped that the post-holder will be in place as soon as possible.

Please complete the following and submit this form, together with your detailed CV to the farm shop, or by post or email to the addresses shown at the end of this form.

Thank you and good luck.



SALES ADMIN ASSISTANT (PART-TIME)

NAME:

D.O.B.

ADDRESS:

TELEPHONE NO.

EMAIL:

Currently in work?

Yes/No

Self-employed?

Yes/No

Current employer:

Able to provide two excellent references?

Yes/No

Referee No.1

Referee No. 2

Why have you chosen these referees?



Please indicate below what level of experience you have in each area of work.

<u>Duties</u>	<u>Level of Experience</u>		
<u>Administration</u>	<u>Considerable</u>	<u>Some</u>	<u>None</u>
MS Word			
MS Outlook			
Excel			
Design			
SAGE 200			

Any Relevant Qualifications/Specialist Training (or provide CV)

Any Other Relevant Information (or provide CV)

Please return your application to sales@sheppycider.com or by post to “FAO MEL TIMMINS, Sheppy’s Cider, Bradford on Tone, Somerset TA4 1ER”

I confirm that the information given above and in all accompanying documentations is for the purpose of my application for the post of Sales Admin Assistant, and that Sheppy’s Cider Limited have my permission to retain this information for as long as it is required to fulfil the recruitment process for this position.

Signed

Dated