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[**www.jenkinsgroup.com**](http://www.jenkinsgroup.com)

**APPLICATION FORM**

**WAREHOUSE ADMINISTRATOR LIVERPOOL**

**CLOSING DATE: Wednesday 2nd February at 12 noon**

**Important Instructions to Applicants:**

* **Please read the Candidate Briefing Document carefully before completing the application form**
* **Please complete all sections in black ink or type script**

*Jenkins Group is an Equal Opportunities Employer. We operate in accordance with the GDPR 2018 and you are providing your consent for us to process your personal data for the purposes of recruitment and selection and in any event, the processing of your personal data is necessary for our legitimate interests.*

*Information given will be treated as confidential and will be used solely for the recruitment and selection process.*

**Personal Details**

Title Mobile No.

Forename(s) Email Address

Surname(s)

Address

Do you have the right to work in the UK? Please select:

YES ☐ NO

Post Code

**Education History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of School** | **Dates Attended** | | **Results Achieved** |
|  | **FROM:** | **TO:** |  |

**Current Role**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Role** | **Salary** |  |
| **Dates** | **Notice** |  |
| **Nature of Duties** | | | |

**Career History**

**Please commence with most recent employment.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Address**  **of Place of work** | **Main Responsibilities** | **Position**  **Held** | **Period**  **of**  **Employment** | | **Reason for leaving** |
|  |  |  | **FROM** | **TO** |  |

**Essential Criteria**

This application form will be used by a selection panel to decide whether or not you are shortlisted.

Please demonstrate in the appropriate boxes below how you meet each of the criteria as listed.

**The onus is on the applicant, to fully complete the essential criterion boxes below.**

**If you do not, the selection panel may not have sufficient demonstrable information upon which to make an assessment.**

Please demonstrate in the spaces provided below how you meet each of the essential criteria

|  |
| --- |
| GCSE grade C and above in English and Maths: |
| Administration experience in a warehouse environment: |
| Experience of working closely with Operational and Transport Teams for service delivery: |
| **Excellent working knowledge of Microsoft Office Products, particularly Microsoft Excel and Word:** |
| Ability to develop good working relationships with customers and colleagues: |
| The ability to deal with and manage competing priorities with precision and accuracy: |
| Experience in communicating at different levels across an organisation and the ability to adapt tone and style to suit audience: |
| Experience in problem solving and working proactively towards solutions: |
| A demonstrable track record of excellent organisational, analytical, prioritisation and problem solving skills, e.g. able to establish a clear structure to your work to maximise the best use of your time: |
| Professional written communication style: |

**References**

Please give the name, address, telephone number, email address and position of two people from whom Jenkins may obtain further information in relation to your application. Referee 1 should be your current or most recent line manager or someone who can comment on your work. You should obtain prior consent from the referees before using their names.

**Referee 2**

**Title:**

**Name:**

**Address:**

**Post Code:**

**Position:**

**Tel No:**

**Email:**

**Referee 1**

**Title:**

**Name:**

**Address:**

**Post Code:**

**Position:**

**Tel No:**

**Email:**

References will be taken up for the successful applicants only. In submitting this form you are giving your consent for Jenkins to contact your nominated referees and also your present employer (if applicable), and previous employers.

*Please return the completed application form to* [*careers@jenkinsgroup.com*](mailto:careers@jenkinsgroup.com)*. Closing date: Wednesday 2nd February at 12 noon.*