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

**APPLICATION FORM**

**BUSINESS DEVELOPMENT COORDINATOR- LIVERPOOL**

**CLOSING DATE: Tuesday 13th December 2022 @ 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**

**Please demonstrate in the appropriate boxes below how you meet each of the criteria as listed using examples from your experience.**

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

|  |
| --- |
| A dynamic graduate with a want to succeed: |
|  |
| 12-18 months’ recent experience in a business development admin or similar role: |
|  |
| Based in Liverpool or the surrounding area and be willing to travel in the UK, Ireland and internationally: |
|  |
| A critical thinker, having strong working analytical skills to understand the story behind the data with particular skill in MS Excel (ideally intermediary level): |
|  |
| A relationship-builder and natural communicator, having an outgoing & professional style and the ability to build highly credible relationships: |
|  |
| An active listener, having a love of learning; about us, our customers, our industry and business development: |
|  |
| A passion for business development and customer relationships with the motivation to develop new business opportunities: |
|  |
| A strong planner with good organisational skills and an aptitude for system use: |
|  |

**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**. Closing date: Tuesday 13th December @ 12 noon*