**Customer Account Manager/Business Development Manager Application Form**

Virtual College

# Virtual College Ltd, Marsel House, Stephensons Way, Ilkley, LS29 8DD

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| **PERSONAL DETAILS** |
| Surname: |
| Forename: |
| Address:  Post Code: |
| Telephone Numbers  Home:  Work:  Mobile: |
| Email Address: |
| **Are you eligible to work in the UK? Yes**  (Evidence of eligibility will be required before any interview takes place. This will be administered by HR. |
| If you consider yourself to have a disability that requires an adjustment to help you with your application, interview or the joining process please provide details here: n/a |

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| **EDUCATION** | | |
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| Please give full details of institution or professional body attended and level/result of qualification | | |
| Dates attended: | Name of Institution/Body: | Level of Qualification & Grade Achieved/Result: |
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| **EMPLOYMENT HISTORY** | | | |
| **Please give details of all your previous employment, starting with your current or most recent employer.** | | | |
| Dates Employed: | Job Title: | Employers Name and Address: | Reason for leaving: |
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| **SALARY EXPECTATIONS** | |
| Please indicate your salary expectations for the role you have applied for: |  |

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| **APPLICATION FORM QUESTIONS** |
| Your CV will be used to consider the relevance of your experience for the role you have applied for. If your experience is considered to be relevant then your answers to the following questions will be reviewed to determine whether you will be invited to the next stage of the recruitment process.  PLEASE NOTE: Only the responses you give to the questions below will be used by Virtual College to determine your suitability to progress to the next stage of the recruitment process. Please review and consider your answers in light of the questions and prompts below, and provide a written response of no more than 250 words per question. |
| Q1. Why have you applied for this role with Virtual College? |

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| If you are applying for a CAM role, please answer Question 2a only.  If you are applying for a BDM role, please answer Question 2b only.  For the question below, please provide one specific example from your recent work experience that enables you to write about, in detail, what you personally did and how you did it (rather than talking about how a team or group you belonged to did something). |
| Q2a. (CAM only) Tell us about a time when you have used your contacts within an existing client organisation to expand your influence and achieve an impressive sale.  *Briefly* outline the situation. Explain in detail what approach you took to making the sale. How did you identify the opportunity? Who did you deal with? What did **you** do and how did **you** personally make this happen? What was the outcome? Why was this impressive? |
| Q2b. (BDM only) Tell us about a time when you successfully identified and pursued a new opportunity to make an impressive sale. |

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| **DECLARATION** |
| Please read the below statement and then sign to confirm your acceptance.  I agree that if I am offered employment, Virtual College can:   * verify the information presented in this application * apply for any reference relating to any previous education or qualification, employer or employment and I understand that the provision of such a reference is not a guarantee that employment will be offered * apply to the relevant government agencies for confirmation of my period(s) of unemployment and details of any benefit(s) paid where applicable * apply to my accountant/solicitor for a reference and to confirm I have been self employed, employed by a family member or a company of which I am the owner/significant shareholder where applicable * I can confirm that I have not resigned or been dismissed from any previous employment/appointments as a result of any allegation or a conviction involving fraud, dishonesty or violence or that I have given details of any such allegation in this form.   By my signature below, I confirm that the information I have given is correct. I understand that the subsequent discovery of any false or misleading information may lead to the withdrawal of any offer or, if so established after commencement of work or employment, disciplinary action up to and including dismissal. I note that to attempt to gain work or employment by deception is a criminal offence. Please signify your acceptance by entering the information requested in the fields below.  Name:………………………………………..  Signature:…………………………………..  Date: …………………………………………. |