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**Direct Sales Executive Application Form**

Virtual College

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

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| **PERSONAL DETAILS** |
| Surname: |
| Forename(s): |
| Address:  Post Code: |
| Telephone Numbers  Home:  Work:  Mobile: |
| Email Address: |
| **Are you eligible to work in the UK? Yes/No**  (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: |

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| **EDUCATION** | | |
| 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 including work experience, starting with your current or most recent employer.** | | | |
| Dates Employed: | Job Title & Brief Outline of Role: | Employers Name and Address: | Reason for Leaving: |
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| **APPLICATION FORM QUESTIONS** |
| Your answers to the following questions will be used by Virtual College to determine your suitability for 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 200 words per question. |
| 1. Why have you applied for this role with Virtual College?  What interests you about the role? What aspects of the role might you enjoy and why? |
| For the question below, please provide **one** specific example 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). |
| 2. When have you gone the extra mile to win round an unhappy customer?  *Briefly* outline the situation. Why were they unhappy? What did you do to try to understand the issue? What did you do for the customer? Why did you take this approach? What was the outcome? |

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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: ………………………………………… |