**Position Applied For: Bookings and Accounts Administrator**

Location: Tamworth/ Midlands or Glenmore (Aviemore)

(please indicate preference as necessary)

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| Date of Application: |  |

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| **Personal Information** | | |
| Full name: |  | |
| Address: |  | |
| Post Code: |  | |
| Phone Number: |  | |
| Email Address: |  | |
| Preferred Contact: | ☐ Phone | ☐ Email |

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| **Availability** | | | |
| Available Start Date: |  | | |
| Preferred Working Hours: |  | | |
| Are you available to work weekends or evenings if required? | | ☐ Yes | ☐ No |

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| What attracted you to this role and applying to Disability Snowsport UK (DSUK)? |
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| **Experience and Skills** |
| Please give details of experience in taking Bookings (e.g. phone, email, online systems) |
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| Please give details of experience with customer services (e.g., handling inquiries, follow-ups): |
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| Please give specific knowledge or experience of Finance Tasks (e.g., invoicing, taking payments, customer account management): |
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| Please advise what software/systems/ tools Used (e.g., booking systems, accounting software): |
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| **Employment History** | | |
| Most Recent Employer: |  | |
| Company Name: |  | |
| Job Title: |  | |
| Dates Employed: | From: | To: |
| Key Responsibilities: | | |
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| Previous Relevant Roles (if any):  Please list in Bullet points (detail to be on CV) |
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| **References**  (DSUK will not contact references without seeking candidates permission) | |
| **References 1** | |
| Name: |  |
| Relationship: |  |
| Contact Info: |  |
| **References 2** | |
| Name: |  |
| Relationship: |  |
| Contact Info: |  |

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| **Anything Further in support of this application:** |
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| **Declaration:**  I confirm that the information provided in this application is true and complete to the best of my knowledge. | | |
| Signature: |  |
| Date: |  |