

**Royal Cornwall Agricultural Association  
Personal Assistant to the Association Secretary  
– Application form:**



Name of Applicant

Please ensure that you have read the job description for the post carefully – selection for shortlisting will be based on the candidate’s ability to match the requirements contained in the job description.

**Current or latest employment:**

Name of employer:

Address:

Postcode:

Tel. no.

Email:

May we contact you at work? Yes / no

Job title:

Grade/ salary:

Start date:

Until:

Notice required:

If left, reason for leaving:

**Please describe your current duties and responsibilities:**

**What has been your greatest contribution to your role?**

**Previous work experience:**

From: To: Organisation & Address: Roles & Duties: Reason for Leaving:

From:	To:	Organisation & Address:	Roles & Duties:	Reason for Leaving:

**Education:**

From: To: School/ College/ University: Subject: Qualification: Grade:

From:	To:	School/ College/ University:	Subject:	Qualification:	Grade:

**Training/ Other Qualifications:**

From: To: Other Training & Skills Acquired: Qualifications/ grades:

From:	To:	Other Training & Skills Acquired:	Qualifications/ grades:

*(Please note that you will be required to bring copies of training certificates etc if you are invited for interview).*

**Supporting Statement**

Please use this space and continue on a separate sheet (up to one further A4 page) if necessary to describe how your experience, skills, knowledge, education and training meet the requirements of the position and are relevant to the job description.

Additionally, please say why you are applying for the job and explain the unique qualities you can bring to the role.

**Leisure & non work activities:**

Please note below your leisure interests, sports, hobbies, other pastimes.

**Personal details:**

Last name:

First names:

Home Address:

Postcode:

Contact no: (the best telephone number on which to contact you during the day).

Email:

**National Insurance No:**

**Do you hold a current valid driving licence:**    yes /no

**References:**

Please give details below of two professional referees, one of whom should be your current or most recent employer:

Name:

Name:

Address:

Address:

Position of referee:

Position of referee:

Tel. no.

Tel. no.

Email address:

Email address:

May we contact this referee prior to  
Interview? Yes no

May we contact this referee prior to  
Interview? Yes no

**Have you ever been convicted of a criminal offence:** yes /no

*(You may ignore spent convictions under the rehabilitation of offenders act 1974 and motoring offences:  
If yes please specify on a separate sheet)*

**Are there currently any charges outstanding against you:** yes /no

If yes please specify on a separate sheet:

**Have you had an illness or accident in the last two years resulting in absence from work:** yes /no

If yes please specify on a separate sheet:

**Declaration:**

I declare that the details in this application are true and can be verified. I agree that any enquiries maybe made or documentation requested to substantiate all statements made by me. I am aware that failure to give complete and accurate information may result in loss of employment or withdrawal of a job offer.

Signed (applicant):

Date:

(Print name):

**Please complete and return, by Friday 15 October 2021, to;**

**Christopher Riddle ARAgS**, Secretary  
Royal Cornwall Agricultural Association  
Royal Cornwall Events Centre  
Wadebridge  
Cornwall PL27 7JE

Tel: 01208 812183

Fax: 01208 812713

Email: [info@royalcornwall.co.uk](mailto:info@royalcornwall.co.uk)

Web: [www.royalcornwall.co.uk](http://www.royalcornwall.co.uk)

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