**Application Form**

Business Development Officer

You’re welcome to fill this form in English. Doing so will not negatively affect your application.

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| **PERSONAL DETAILS** |
| **Surname** |  |
| **First Name(s)** |  |
| **Address** |  |
| **Mobile phone number** |  |
| **Other phone number (if relevant)** |  |
| **E-mail address** |  |

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| **WORK EXPERIENCE** |
| **Start Date** | **End Date** | **Organisation Name and Location** | **Your Position** | **Brief description of your duties** |
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| **EDUCATION/TRAINING Note:** you will be required to submit evidence of these.You may continue on the next page if required. |
| **Location/Training Provider** | **Subject(s)** | **Grade(s)/Outcome** | **Date** |
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| **ADDITIONAL SKILLS**Please note here any additional skills you would like us to be aware of and any professional memberships you may hold. |
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| **WHY ARE YOU APPLYING FOR THIS ROLE?**Explain how your skills, experience and personal attributes make you a suitable candidate for this role and why you’re interested in working with us. Please use the job description when forming your response.Please limit your answer to 1,000 words.  |
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| **REFERENCES**Please note two referees.  |
| **REFEREE 1** |
| **Full Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **E-mail address** |  |
| **Phone number** |  |
| **Your relationship with the referee** |  |
| **REFEREE 2** |
| **Full Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **E-mail address** |  |
| **Phone number** |  |
| **Your relationship with the referee** |  |

**When you’ve fully completed this application form, please send to:**

**Alun Gruffydd, Director**

alun@bla-translation.co.uk

01248 725 730

**Thank you for your application.**