|  |
| --- |
| **Application for Bishopbriggs Media Centre Administrator****Please return the completed form to:**Company SecretaryCue and Review Recording Service, Bishopbriggs Media Centre,18 Crowhill Road, Bishopbriggs, Glasgow G64 1QY alastairmcphee@cueandreview.com0141-772-3976 (email preferred) |

|  |
| --- |
| **1. Details of the applicant** |
| It is important that the Company Secretary is able to contact you if more information is required. Please give as much detail as possible*.* |
|  Mr [ ]  Ms [ ]  Mrs [ ]  Dr [ ]  Other:  |  |
|  Given name/s | Surname |
|  |  |  |  |  |
|  Occupation | Date of Birth  |
|  |  |  |  |
|  Postal address |  |
|  |  |  |
| Town |  | City |  | Postcode |  |
|  |  |  |  |  |  |  |
|  Daytime telephone |  |  | Mobile |
|  |  |  |  |  |  |  |
| Email address |  |
|  |  |  |
|  |
|  |
|  Do you have special needs for assistance with this application? | [ ]  Yes [ ]  No (Tick one) |
|  If yes, please specify:  |

|  |
| --- |
| **2 Detail your knowledge of Office 365 and Microsoft Teams, include any information on using these remotely and in a lone setting.**  |
|  |
| **3. What previous relevant experience do you have when dealing with Councils and utility companies and of maximising the use of limited resources.** |
|  |
|  |

|  |  |
| --- | --- |
|  |  |
| **4. What skills/attributes do you have that would be relevant to the post** |
|  |
| **5. Privacy and personal information protection notice** |
| •this information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;•your personal information can be accessed and corrected at any time by contacting the Company Secretary. |
| **Applicant’s Signature/s**  |
| I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded. |
| **Signature: ……… Date: …** |
| **Office Use Only** |  |
| Date received |  |  |  |  |   |  |