Ashford Business Services Ltd

Job Application Form

Candidate application for a vacant role: personal details, education, work history, skills, references and a right to work declaration.

Role applied for

Field	Entry
Role	**Office Manager**
Job reference	**JOB-1042**
Closing date	**9 November 2026**
Where did you see this vacancy	**Source**
Earliest date you could start	**9 November 2026**

Preferred contact method (tick one):

☐	Phone	☐	Email
☐	Either		

Personal details

Field	Entry
Full name	**Sarah Mitchell**
Home address	**14 Oakfield Road, Birmingham B17 9JH**
Town or city	**Town or city**
Postcode	**Postcode**
Phone	**01632 960 123**
Email	**sarah.mitchell@ashford-business-services.co.uk**

Education and qualifications

Qualification	Institution	Year completed	Result or grade
Qualification	**Institution**	**Year**	**Grade or result**
Qualification	**Institution**	**Year**	**Grade or result**
Qualification	**Institution**	**Year**	**Grade or result**

Ashford Business Services Ltd

Work history

List your most recent roles first.

Employer	Role	From	To	Main duties
Employer	**Office Manager**	**9 November 2026**	**9 November 2026**	**Main duties**
Employer	**Office Manager**	**9 November 2026**	**9 November 2026**	**Main duties**
Employer	**Office Manager**	**9 November 2026**	**9 November 2026**	**Main duties**

Skills

Skill	Level	Notes
Skill	**Level**	**Notes as agreed at the meeting.**
Skill	**Level**	**Notes as agreed at the meeting.**
Skill	**Level**	**Notes as agreed at the meeting.**
Skill	**Level**	**Notes as agreed at the meeting.**

Other skills or languages:

Field	Entry
Other skills or languages	**Enter details as agreed at the meeting.**

References

Give two people who can comment on your work, such as a previous manager. We will only contact them as described below.

Referee 1

Field	Entry
Name	**JOB-1042**
Relationship to you	**Relationship**
Organisation	**Organisation**
Phone	**01632 960 123**
Email	**sarah.mitchell@ashford-business-services.co.uk**

May we contact this referee before interview?

☐	Yes	☐	No

Referee 2

Field	Entry
Name	**JOB-1042**
Relationship to you	**Relationship**
Organisation	**Organisation**
Phone	**01632 960 123**
Email	**sarah.mitchell@ashford-business-services.co.uk**

May we contact this referee before interview?

☐	Yes	☐	No

Right to work declaration

I confirm that I am legally entitled to work in **Country** and that I will provide evidence of this if asked.

☐	I confirm

Do you need a work permit or visa sponsorship to work in **Country**?

☐	Yes	☐	No

Declaration and signature

I confirm that the information given in this application is true and complete to the best of my knowledge. I understand that giving false information may lead to my application being withdrawn or an offer being withdrawn.

Field	Entry
Signature	**Sarah Mitchell**
Date	**9 November 2026**