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| **Name:** |  |
| **Job Title:** |  |

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

* It is essential that you complete and return this form
* This form is your chance to show us how well you can do this job
* Remember just saying you can do it is not enough; we need an example.
* You can use examples from work, school, college, hobbies, voluntary work or daily life.

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| **Example:** Ability to prioritise workload |
| In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager. |

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| **SKILLS AND ABILITIES** |
|  |
| **EXPERIENCE** |
|  |
| **KNOWLEDGE** |
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