

# APPLICATION FORM



## Morning Data Limited

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. Candidates will outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary. Please post your application form with accompanying curriculum vitae, clearly marking the reference number below on the envelope, to our office at: Morning Data Ltd, The Old Engine Shed, Briantspuddle, Dorset. DT2 7HR

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1. POSITION APPLIED FOR **IT Support Technician** REFERENCE NUMBER **IT01**

### 2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Dr/Mr/Mrs/Ms:	
Address:	
Postcode:	

Do you have the right to work in the UK?	Yes	No
<i>Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any appropriate document required to confirm your right to work in as required by the Asylum and Immigration Act 1996</i>		
Do you have a clean, current driving licence?	Yes	No
Have you a car/ access to a car for business use?	Yes	No

### 3. EDUCATION

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

**4. FURTHER/ HIGHER EDUCATION & PROFESSIONAL CERTIFICATIONS**

From	To	Name of Institution (state if Full – or- Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)

**6. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)**

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

## 7. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

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## 8. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below

Criteria 1 - VB.net experience, familiarity or experience with Oracle, SQL, Oracle Forms, Windows, Citrix, Linux

Criteria 2 – flexibility and adaptability, experience of making presentations, liaising with clients and technical telephone support

Criteria 3 – experience of large-scale application development and working to tight development deadlines

Criteria 4 – experience of the Insurance/Reinsurance industry, the financial industry and any personal accountancy qualifications or experience.

Criteria 5 – preparedness to travel to countries in which we have clients including Eritrea, Sudan, Nigeria, Gibraltar.

## 9. DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled?      Yes      No  
(please tick as appropriate)

If yes, do you require any special arrangements to be made to assist you if called for interview?  
Please provide details:

## 10. REFEREES

Please give the details of two work related referees, including your current or most recent post.  
Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of relationship:	Nature of relationship:

## 11. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date: