**APPLICATION FORM**

**Position Applied for: IT Support Technician**

Please complete this form, returning via email to [jointheteam@motorsportuk.org](mailto:jointheteam@motorsportuk.org) by **15:00 on** **19 October 2022.**

**Personal Details:**

|  |  |
| --- | --- |
| **Surname** | Click here to enter text. |
| **Forename(s)** | Click here to enter text. |
| **Contact Telephone Number** | Click here to enter text. |
| **Contact Email Address** | Click here to enter text. |

**Essential Criteria:**

* Previous experience in an IT / Desktop Support role, with a good understanding of various information systems and technologies.

Yes  No

* The ability to demonstrate clear attention to detail, a methodical approach to problem solving, and an analytical / trouble-shooting mindset. You’ll be able to demonstrate tenacity in going the extra mile to resolve an issue.

Yes  No

* A drive to improve processes, a desire to learn, and an openness to master new skills / technologies.

Yes  No

* The ability to demonstrate strong customer service skills through excellent written and verbal communication to stakeholders at all levels, as well as an ability to discuss and explain complex technical issues in non-technical language.

Yes  No

* A history of strong organisational, time and workload management skills. You’ll be capable of working to tight deadlines and balancing multiple (sometimes competing) priorities.

Yes  No

* A clear passion and enthusiasm for delivering high quality work, as well as an ability to take a flexible approach to supporting the wider team at Motorsport UK.

Yes  No

* The ability to travel to and from the Motorsport UK offices in Bicester, Monday-to-Friday.

Yes  No

* Eligible to work in the UK.

Yes  No

***If you have checked “no” for any of the above, please provide more details in the “Additional Space” section below.***

**Desirable Criteria:**

* Previous experience working with ticketing systems.

Yes  No

* Relevant certifications from Microsoft / Comptia / Cisco.

Yes  No

**Application Statements:**

Please tell us why you are interested in this position, and why with the Motorsport UK specifically:

|  |
| --- |
| Click here to enter text. The text box will expand as you type. Please stick to a maximum of 250 words. |

Please tell us why you believe you are the right person for this position. Please reference your most relevant experiences and skills to support your points:

|  |
| --- |
| Click here to enter text. The text box will expand as you type. Please stick to a maximum of 250 words. |

**Education and Training:**

Please list your current qualifications, starting with the most recently attained. Academic qualifications need only be listed as far back as A Levels (or equivalent). Additional space is provided at the end of this form if needed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification/Course Name** | **From (MM/YY)** | **Until (MM/YY)** | **Course Provider / Learning Establishment** | **Grade / Level Attained** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
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| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | Grade / Level |

**Employment History:**

Please list your previous employment, starting with your most recent/current role. Additional space is provided at the end of this form if needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:**   * Click here to enter text. * Click here to enter text. * Click here to enter text.   Click here to enter additional information/responsibilities. | | | | | |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:**   * Click here to enter text. * Click here to enter text. * Click here to enter text.   Click here to enter additional information/responsibilities. | | | | | |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:**   * Click here to enter text. * Click here to enter text. * Click here to enter text.   Click here to enter additional information/responsibilities. | | | | | |
| **Employer Name** | **From** | **Until** | **Job Title** | **Salary** | **Reason for leaving** |
| Click here to enter text. | MM/YY | MM/YY | Click here to enter text. | £XX,XXX | Click here to enter text. |
| **Summary of Key Responsibilities:**   * Click here to enter text. * Click here to enter text. * Click here to enter text.   Click here to enter additional information/responsibilities. | | | | | |

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

|  |
| --- |
| Click here to enter text. |

**Other Information:**

Do you hold a full driving licence that is valid within the UK? Yes  No

|  |
| --- |
| If “yes”, please provide details of any current endorsements (i.e. points), if any, and explain what these were for. |

Have you previously applied to Motorsport UK? Yes  No

|  |
| --- |
| If “yes”, please provide details of when this was, which role it was for, and what the outcome was. |

Do you know any employees of Motorsport UK? Yes  No

|  |
| --- |
| If “yes”, please provide the name or names of the employee(s) and the capacity in which you know them. |

How many weeks or months’ notice do you have to give to your current employer?

|  |
| --- |
| Click here to enter text. |

If you have a disability, please provide details of any special arrangements or adjustments you would require to attend an interview, if any:

|  |
| --- |
| Click here to enter text. |

Please list any dates that you are **not** available for interview:

|  |
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| Click here to enter text. |

Additional Space:

|  |
| --- |
| Click here to enter text. |

**Declaration:**

By submitting this application form I confirm that the information given is complete and correct. I understand that any offer of employment will be conditional upon me having attained all the qualifications and undertaken all the work experience stated in this application. I understand that Motorsport UK reserves the right to withdraw a job offer or terminate my employment where it is discovered that I do not have the said qualifications or experience or where I have provided false or misleading information. I agree to Motorsport UK processing the information set out in this application, for the purposes of this recruitment process.