

**TL First Consulting Group**

**JOB APPLICATION FORM (v2024)**

**To apply for a job at TL First, you must complete the application form below and send your completed application, along with your CV,**

 **by email to** **jobs@tlfirst.com****.**

Failure to complete all sections of the form may disqualify your application.

Please refer to the job advertisement

or visit our website for the **closing date**.

**Thank you for your application.**

**TL First Consulting Group**

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| **PLEASE INSERT THE TITLE OF THE POST YOU ARE APPLYING FOR**-------------------------------------------------------------------------- |

1. **PERSONAL INFORMATION**

Title (Mr/Mrs/Miss/Ms/Other (please specify)

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FIRST NAME

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SURNAME

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HOME ADDRESS

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| --- |
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DATE OF BIRTH

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PERSONAL CONTACT NUMBER

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|  |

OFFICIAL CONTACT NUMBER

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EMAIL ADDRESS

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SOCIAL MEDIA PAGE

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NEXT OF KIN AND CONTACT DETAILS

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1. **EDUCATION AND ACCREDITATIONS**

**FIRST DEGREE**: Include year of graduation and name of institution

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**SECOND DEGREE**: Include year of graduation and name of institution

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**THIRD DEGREE**: Include year of graduation and name of institution

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**PROFESSIONAL QUALIFICATION**: Include year of award and name of institution

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**PROFESSIONAL QUALIFICATION**: Include year of award and name of institution

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**OTHER ACCREDITATIONS**: Include year of award and name of institution

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**OTHER ACCREDITATIONS**: Include year of award and name of institution

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1. **EMPLOYMENT**

**CURRENT OR MOST RECENT EMPLOYMENT:**

Job Title

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Dates

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

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Dates

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

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Dates

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

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Dates

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

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Dates

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

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Dates

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Salary

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Job Summary

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1. **PERSONAL QUALITIES**

All candidates are required to possess complete ***integrity***, ***business drive***, ***intellectual*** ***soundness*** and ***tenacity.*** Drawing from your past experiences, describe how you possess these qualities,providing examples where possible, and include the contexts in which you have applied each attribute.

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1. **PERSON MOTIVATION**

In a few paragraphs, please describe what motivates you to work, why you are applying for this role and where you see yourself in five years.

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1. **PERSON SPECIFICATION**

Referring to the job description for this role, please describe how you meet the person’s specifications, providing examples of previous work done to illustrate your points.

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1. **JOB PERFORMANCE**

Reflecting on the job description, please describe how you will approach the delivery of your work if appointed, providing an outline of your expected achievements within your first 100 days.

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1. **OUR BRAND CHARACTER**

In one or two sentences, please describe your understanding of the following TL First Group’s *Brand Characters* and explain how you will demonstrate these if employed.

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| **Purposeful** |  |
| **Professional** |  |
| **Proactive** |  |
| **Productive** |  |
| **Precise** |  |
| **Progressive** |  |
| **Problem-solving** |  |
| **Pragmatic** |  |
| **Personable** |  |
| **Pioneering** |  |

1. **OUR CORE COMPETENCIES**

In one or two sentences, please describe how you will demonstrate the following competencies, if employed, giving examples to illustrate your points.

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| **Analytical and Intellectual Soundness** |  |
| **Business Development and Marketing** |  |
| **Demonstration of learning** |  |
| **Handling Stress and Pressure** |  |
| **Organisation, Planning and Reporting** |  |
| **Accuracy and Quality of Output** |  |
| **Report Writing and Presentation** |  |
| **Technical Abilities and Contents** |  |
| **Timeliness and Meeting Deadlines** |  |
| **Working with limited supervision** |  |

1. **REFERENCES**

Please give the details of three people who have authoritative personal and professional knowledge of your achievements and may act as your referees for you.

***(We will not be approaching your referees at this stage).***

**REFEREE ONE (PROFESSIONAL):**

Name

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Relationship

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Address

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Telephone

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**Email**

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**REFEREE TWO (PERSONAL):**

Name

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Relationship

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Address

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Telephone

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Email

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**REFEREE THREE (ACADEMIC OR OTHER):**

Name

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Relationship

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Address

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Telephone

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Email

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