

**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**](mailto: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**

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

1. **PERSONAL INFORMATION**

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

|  |
| --- |
|  |

FIRST NAME

|  |
| --- |
|  |

SURNAME

|  |
| --- |
|  |

HOME ADDRESS

|  |
| --- |
|  |

DATE OF BIRTH

|  |
| --- |
|  |

PERSONAL CONTACT NUMBER

|  |
| --- |
|  |

OFFICIAL CONTACT NUMBER

|  |
| --- |
|  |

EMAIL ADDRESS

|  |
| --- |
|  |

SOCIAL MEDIA PAGE

|  |
| --- |
|  |

NEXT OF KIN AND CONTACT DETAILS

|  |
| --- |
|  |

1. **EDUCATION AND ACCREDITATIONS**

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

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

|  |
| --- |
|  |

1. **EMPLOYMENT**

**CURRENT OR MOST RECENT EMPLOYMENT:**

Job Title

|  |
| --- |
|  |

Dates

|  |
| --- |
|  |

Salary

|  |
| --- |
|  |

Job Summary

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

|  |
| --- |
|  |

Dates

|  |
| --- |
|  |

Salary

|  |
| --- |
|  |

Job Summary

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

|  |
| --- |
|  |

Dates

|  |
| --- |
|  |

Salary

|  |
| --- |
|  |

Job Summary

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

|  |
| --- |
|  |

Dates

|  |
| --- |
|  |

Salary

|  |
| --- |
|  |

Job Summary

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

|  |
| --- |
|  |

Dates

|  |
| --- |
|  |

Salary

|  |
| --- |
|  |

Job Summary

|  |
| --- |
|  |

**PREVIOUS EMPLOYMENT (IF APPLICABLE):**

Job Title

|  |
| --- |
|  |

Dates

|  |
| --- |
|  |

Salary

|  |
| --- |
|  |

Job Summary

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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.

|  |  |
| --- | --- |
| **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.

|  |  |
| --- | --- |
| **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

|  |
| --- |
|  |

Relationship

|  |
| --- |
|  |

Address

|  |
| --- |
|  |

Telephone

|  |
| --- |
|  |

**Email**

|  |
| --- |
|  |

**REFEREE TWO (PERSONAL):**

Name

|  |
| --- |
|  |

Relationship

|  |
| --- |
|  |

Address

|  |
| --- |
|  |

Telephone

|  |
| --- |
|  |

Email

|  |
| --- |
|  |

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

Name

|  |
| --- |
|  |

Relationship

|  |
| --- |
|  |

Address

|  |
| --- |
|  |

Telephone

|  |
| --- |
|  |

Email

|  |
| --- |
|  |