

**TL First Consulting Group (2023)**

**JOB APPLICATION FORM**

**To apply for a job at TL First, you are required to undertake the following activities:**

1. Complete the application form below.
2. Prepare a PowerPoint presentation on what you see as your work programme and activities in your first 90 days if appointed into the post applied for.  You will be allowed up to ten minutes to deliver your presentation.
3. Send both documents by email to jobs@tlfirst.com, copied to wunmi@tlfirst.com.

Thank you for your application.

TL First Consulting Group

**PLEASE INSERT THE POST/JOB TITLE YOU ARE APPLYING FOR**

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1. **PERSONAL INFORMATION**

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

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SURNAME

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FIRST NAME

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HOME ADDRESS

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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 PROFILE

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NEXT OF KIN AND CONTACT DETAILS

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1. **EDUCATION/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 QUALIFICATIONS/ACCREDITATIONS**: Include year of award and name of institution

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

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1. **EMPLOYMENT**

**CURRENT 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:**

Job Title

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Dates

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT:**

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Job Summary

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**PREVIOUS EMPLOYMENT:**

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Job Summary

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**PREVIOUS EMPLOYMENT:**

Job Title

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Salary

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Job Summary

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**PREVIOUS EMPLOYMENT:**

Job Title

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Salary

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Job Summary

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1. **PERSONAL QUALITIES**

Candidates are required to possess complete ***integrity***, ***business drive***, ***intellectual*** ***soundness*** and ***tenacity.*** Drawing from past experiences, describe how you possess these qualities,providing examples where possible and the contexts in which you have gained or exercised such attributes to date.

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1. **PERSON SPECIFICATION**

*Please describe how you meet the criteria and specific requirements for the posts that you are applying for, providing examples of previous work done to illustrate your points.*

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1. **JOB PERFORMANCE**

*Please describe how you will approach the delivery of your work if appointed, and provide an outline of your expected achievements within your first 100 days.*

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1. **CHARACTER AND CONDUCT**

*Describe your understanding of the following TL First* ***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. **CAPACITY, CAPABILITIES AND COMPETENCE**

*Describe how you will demonstrate the following competences, 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 may be asked to act as referees for you.  They will be expected to have authoritative personal and professional knowledge of your achievements.*

**REFEREE ONE:**

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:**

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:**

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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