# Information and Admin Officer

# APPLICATION FORM

May 2025

Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. What attracts you to want to be part of our team?
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| 1. What experience, skills and personal qualities do you feel you’d bring to the role, bearing in mind the person specification?
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| 1. Please outline how you can demonstrate your commitment to the provision of information and advice regarding NHS and social care services in Surrey.
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| 1. How can you demonstrate that you’d be able to perform the admin requirements of the role, as outlined in the Job Description?
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| 1. Can you demonstrate that you are a constructive problem solver, able to work on your own initiative, prioritise your workload and juggle different tasks?
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