

# Application Form for *Sales*

“Company Name Here”

Role: Tele Sales

## Personal Details (please print this section)

Title	Surname	First Name (s) (underline the one you are known by)

Home Address

Term Address (if applicable)

Post Code

Post Code

Telephone

Telephone

Email

Email

Dates at Above

Dates at Above

Do you need a work permit for permanent employment in the UK ? YES  NO

Do you hold a full UK driving licence? YES NO

## Education - Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications etc.** held or currently studies for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From - To month / year	Higher Education Institution	Award and Title of Award (HND/Degree/Dipl/MSc/PhD etc.)	Results (expected/awarded)

## Education - Prior to Higher Education

Please list date (year)/qualifications/subjects (grades) of all of the highest level examinations that qualified you for your Higher Education course(s). (A/AS Levels/Scottish Higher/Irish Leaving/Access/GNVQ/Baccalaureate etc.). Include all examinations taken at this level whatever the outcome.

Number of GCSE/Standard Grade passes (Grade C & Above)	Date (s) gained	Grade for Maths	Grade for English Language	Number of A / A* grades

## Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and what you achieved.

From - To month / year		Employer	Job Title and Responsibilities	Achievements

## Geographical Location

Do you have a strong preference for a particular location? If so, give details.

## Personal Interests and Achievements

Use the space below to describe **with dates (year)** any spare-time activities. Include organising, leading or group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

## Specific Evidence

As a sales Qualification Representative, You will work the Lead Generation Team within the Marketing Department to identify qualified leads Sales Team to follow-up with.

- \* Follow-Up with leads to qualify them to be handed off the sales team
- \* Lead include purchased webinar attendees to the live session and replay versions, customer referrals, and older leads within existing database
- \* Follow-up via phone and email
- \* Manage live chat function on website for new interested prospects, handing off qualified lead to sales team.
- \* Other duties as assigned

The following questions are designed to encourage you to provide evidence of specific abilities. Your examples can be taken from your education, work experience, placements or spare-time or other voluntary activities.

### **Planning, implementation and achieving results:**

Describe a challenging project, activity or event which you have planned and taken through to a conclusion. Include your objective, what you did, any changes you made to your plan and state how you measured your success.

### **Influencing, communication and teamwork:**

Describe how you achieved a goal through influencing the actions or opinions of others (perhaps in a team context). What were the circumstances? What did you do to make a difference? How do you know the result was satisfactory?

### **Analysis, problem solving and creative thinking:**

Describe a difficult problem that you have solved. State how you decided which the critical issues were. Say what you did and what your solution was. What other approaches could you have taken?

## Additional Information

Please write here any additional information, not covered elsewhere, which will strengthen your application.

Where did you hear of us or see an advertisement?

## Specific Skills

1. List any languages that you know including level of proficiency (basic/working knowledge/fluent/mother-tongue).
2. Specify your experience with any generic computer packages/programming languages (limited/working knowledge/extensive)/
3. Indicate any other specific relevant skills (laboratory techniques, graphics skills etc.).

## Career Choice

Explain why you have applied for the job function (s) that you noted on the first page. Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences). Emphasise why you consider yourself to be a strong candidate.

## Health Declaration

Please give details of any health matters of relevance to the work applied for (see note within Guidance Notes and Monitoring Data).

## Referees

**Referee**

Name:

Position:

Address:

Telephone:

**Referee**

Name:

Position:

Address:

Telephone:

## Availability

Please give any dates when you are **not** available for interview.

Please give date from which you **are** available for employment

## Declaration

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn. I have attached the Equal Opportunities Monitoring Data.

Signed:

Name (please print)

Date:

### **Job Description**

Conduction phone consultations and online demonstrations maintaining detailed documentation of all prospect /customer interactions providing general marketing & sales coaching to customers.

### **Responsibilities Include:**

- Exceeding assigned sales quota
- Maintaining a 10% conversion ratio (from lead to closed deal)
- Demonstrating proper pipeline management (3 pipeline additions per day)
- Meeting minimum talk time and call expectations (average of 4 hours and 80 dials per day)

### **Minimum Qualifications:**

- Positive, enthusiastic attitude
- Strong work ethic
- Excellent communication skills
- Willingness to learn ins and out of our sales system
- Ability to adapt to innovative sales methods
- Detail oriented
- Ability to multi-task, manage and meet deadlines
- Bachelors degree or 2 years of related work experience

### **Ideal Qualifications:**

- Bachelors degree plus 2 years of related work experience
- Proven success in sales

**Fire and passion attitude**