



EARN WHILE YOU LEARN

Are you interested in working in a Business or Office environment?

Interested in being a Secretary, Personal Assistant or Administrator?

Is your CV lacking the experience, qualifications and skills required by Businesses?

At Central Business Training we are able to offer you the training, experience, skills and qualifications required by Businesses to ensure your CV stands out from the rest.

AND.....WE WILL PAY YOU TO ACHIEVE THIS!

Our Business & Administration Apprenticeship will enable you to gain a nationally recognised qualification in Business and Administration together with Key Skills in Application of Number and Communication which will allow you to show potential employers that you have proven skills and are able to:

- Work and Communicate in a Business Environment
- Manage your own Performance in a Business Environment
- Produce Documents in a Business Environment
- Take Minutes
- Use Office Equipment
- Solve Business Problems

For more information simply call the Recruitment Team on 0800 7832 901 or 01702 430900

Or complete the slip below with your information and we will contact you! Hurry, spaces are limited....
Get Earning and Get Learning!

Return to: Recruitment Team, 44 Alexandra Street, Southend on Sea, Essex, SS1 1BJ

Name:			
Age:			
Employer	<i>(if currently employed)</i>		
School/College	<i>(if currently at school/college)</i>		
Address:			
email:		Telephone No.	