

APPLICATION FORM

|  |
| --- |
| **Position applied for:**  **OPERATIONS MANAGER** |

|  |
| --- |
| **First Name(s):** |
| **Last Name:** |
| **Address including postcode:** |
| **Telephone:** |
| **Mobile:** |
| **Email Address** |

|  |
| --- |
| **Where did you see the position advertised?**  **We use this information to monitor the effectiveness of our recruitment advertising.** |

**Are you currently eligible to work in the UK? Yes  No**

**Subject to the Rehabilitation Act of 1974 do you have   
any convictions that you should declare? Yes  No**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current or Previous Employer:** | | | |
| **Position:** | | **Date from:** | **Date to:** |
| **Responsibilities:** | | | |
| **Salary:** | **Reason for leaving:** | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment**  **Please continue on separate sheet as required.** | | | | |
| **Dates of Employment** | **Employer Name and Address** | **Position** | **Main Responsibilities** | **Reason for Leaving:** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **First Referee (current or most recent employer)** | | |
| **Name:** | | **Position:** |
| **Address including postcode:** | | |
| **Telephone:** | **Email:** | |

|  |  |  |
| --- | --- | --- |
| **Second Referee** | | |
| **Name:** | | **Position:** |
| **Address including postcode:** | | |
| **Telephone:** | **Email:** | |

**Do you consent to your referees being contacted prior to the offer of a position being made?**

**First Referee: Yes  No  Second Referee: Yes  No**

|  |  |  |
| --- | --- | --- |
| **Education** | | |
| **Provider / School** | **Dates from / to** | **Qualification(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Please give details of any other relevant qualifications or training you have received:** |

|  |  |
| --- | --- |
| **Please offer three key reasons why you are applying for the position:** | |
| 1. |  |
| 2. |  |
| 3. |  |

|  |
| --- |
| **Supporting Information:**  Please use this space to demonstrate your suitability for the role and how you meet the criteria within the person specification. Continue on a separate sheet as necessary. |

|  |
| --- |
| **Hobbies and Interests:** |

|  |
| --- |
| **We are advertising this role for between 22.5 and 30 hours per week, approximately 3 or 4 days per week. Do you have a view on what would work best for you and how you envisage the role?** |

|  |  |
| --- | --- |
| **Declaration**  I certify that the information given above is to the best of my knowledge correct and if I am appointed personal information about me may be computerised for personnel / employee administration purposes including analysis for management purposes and statutory returns | |
| **Signature:** | **Date:** |

Applications for employment should be returned via email to the named contact in the application covering letter. Please also complete our anonymous Inclusion and Equality monitoring form which you can access here: <https://forms.gle/TqVivXHTG4zcMnWa6>