# **Application Form**

|  |
| --- |
| **Post applied for:** |
| **Business and Operational Officer** |

|  |  |
| --- | --- |
| **Personal Details:** | |
| **Surname:** | **Other names:** |
| **Address:** | |
| **Home phone number:** | **Work phone number:** |
| **Mobile phone number:** | **Email address:** |

**Employment (paid or unpaid)**

|  |  |
| --- | --- |
| **Most recent employment** | |
| **Name of organisation:** |  |
| **Job Title:** |  |
| **Date of appointment:** |  |
| **Current or final salary** **/ wage** (if any): |  |
| **Period of notice required:** |  |
| **Leaving date (if not now working)** |  |
| **Give a brief outline of your responsibilities:** | |
| **Reason for leaving (or seeking other employment):** | |

**Previous employment (paid or unpaid)**

(Please copy and paste to replicate the table underneath if you need more examples (or delete if you do not need as many).

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment 1** | | | |
| **Name of organisation:** |  | | |
| **Job Title:** |  | | |
| **Description of duties:** |  | | |
| **Start date** |  | **Leave Date** |  |
| **Final salary (if any):** |  | | |
| **Reason for leaving** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment 2** | | | |
| **Name of organisation:** |  | | |
| **Job Title:** |  | | |
| **Description of duties:** |  | | |
| **Start date** |  | **Leave Date** |  |
| **Final salary (if any):** |  | | |
| **Reason for leaving** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment 3** | | | |
| **Name of organisation:** |  | | |
| **Job Title:** |  | | |
| **Description of duties:** |  | | |
| **Start date** |  | **Leave Date** |  |
| **Final salary (if any):** |  | | |
| **Reason for leaving** |  | | |

|  |
| --- |
| **In the space below, please produce a chart showing your position in your present or most recent organisation:** |

**Education, training & professional qualifications**

|  |  |  |
| --- | --- | --- |
| **Education** | | |
| **School, university, etc** | **Qualifications obtained** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Training & professional qualifications** | | |
| **Provider** | **Qualifications obtained** | **Date obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Experience, skills and interests** |
| Using the job description, person specification and competencies as a reference, please outline how your skills and experience meet the criteria for this post (max 800 words). |
|  |

**References**

Please give the name and address of two referees. One referee should be your present or most recent employer (if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | **Referee 2** | |
| **Name:** | | **Name:** | |
| **Address:** | | **Address:** | |
| **Email :** | | **Email :** | |
| **Telephone number:** | | **Telephone number:** | |
| **Occupation:** | | **Occupation:** | |
| **Relation to applicant:** | | **Relation to applicant:** | |
| **May we request a reference?** (please mark an X below) | | **May we request a reference?** (please mark an X below) | |
| At any time |  | At any time |  |
| Only after offer of employment |  | Only after offer of employment |  |

In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK, please indicate with X:

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Any offer of employment will be made pending DBS disclosure.

|  |  |
| --- | --- |
| **Declaration** | |
| To the best of my knowledge the information on the application form is correct. | |
| **Signature:** | **Date:** |