

**APPLICATION FOR THE POST OF OPERATIONS MANAGER**

**CONFIDENTIAL**

The information you provide on this form will be used for recruitment & selection and employment contract purposes

**Closing date: 9am, 4TH FEBRUARY 2019**

**I**

1. **Name:**
2. **Address:** (including postcode)
3. **Phone number:**
4. **Email address:**
5. **Please confirm you are are eligible to live and work in the UK**

(please circle) YES NO

1. **Is this eligibility dependent upon any type of visa?**(please circle)

 YES NO

This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please contact [Nacro](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/jobs-and-volunteering/) for further advice.

Do you have any unspent convictions? Yes 🞐 No 🞐

If you have answered yes please provide details of your criminal record in the space below or on a separate piece of paper marked confidential.

1. **References**

Please give the names and addresses of two referees .

Please provide a reference from your current or most recent employer who is able to comment on your professional abilities. Please give details of a further referee who is able to comment on your ability to do the job. They must not be related to you.

**Referee one: Referee two:**

**Name Name:**

**Occupation: Occupation:**

**Address: Address:**

**Postcode: Postcode:**

**Phone: Phone**

**Email: Email:**

**Capacity in which known: Capacity in which known:**

1. When would you be available to take up this post?
2. **Employment history:**

Please give details of your employment history, starting with the current or most recent employer. Please include any voluntary positions and explain any gaps in formal employment so we can get a full picture of your experience.

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| **Name of employer** | **Position held** | **Dates position held (from and to)** | **Brief overview of responsibilities** |
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1. **Qualifications:**

**Please give details of your qualifications (please note that we are not looking for specific qualifications, but we are very interested to understand your educational background.)**

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| **Qualification** | **Date awarded** | **Institution or awarding body** |
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1. **Please show that you have the experience asked for in the Person Specification, gained either through work, education, home or voluntary activities**
2. **Please show that** **you have the skills, knowledge and abilities asked for in the Person Specification:**
3. **Please demonstrate how you meet the attitude requirements of the Person Specification:**
4. **Additional information:**

Please use this space to tell us anything further you would like us to know in support of your application. Please only write as much as you feel is important, and please do not exceed two pages.

**Please return this form to** **kathryn@solace-uk.org.uk**

**Closing date: 9am Monday 4th February – Interviews will be held on the 12th of February.**