Application for employment

Confidential Record

*This form must be completed fully and honestly.*

*If not applicable, please write ‘Not Applicable’ in the space provided.*

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| Application details |
| Position applied for | Operations Manager |
| Date of application |  |

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| Personal details |
| Title | Mr/Ms/Mrs/Miss/Dr/ Prof/Other  | Forename |  |
| Family name |  |
| Home Address  | Current Address *(if different)* |
| Telephone No. |  | Mobile No. |  |
| Email Address |  |

Are you eligible for employment in the United Kingdom? Yes [ ]  No [ ]

What documentation can you provide in order to demonstrate this?

[ ]  British Passport or EEA Passport [ ]  Birth Certificate

[ ]  National Identity Card [ ]  Official document containing NI number

[ ]  UK Residence Permit [ ]  UK work permit

[ ]  Letter from the Home Office [ ]  Immigration Status Document

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| Education and qualifications *(starting with the most recent)* |
| INSTITUTION*(Name and Address)* | TITLE OF AWARD*(eg, A-level/Degree etc.)* | RESULTS*(Achieved/Expected)* |
|  |  |  |
|  |  |  |
|  |  |  |
| Membership of professional bodies |
|  |
| Employment history *(Starting with the most recent. Please add additional employment boxes as necessary.)* |
| Company: |
| Address: |
| Nature of business: | Notice period: |
| Employment dates: | Reasons for leaving:  |
| Most recent position held and nature of duties: | Previous positions held (with dates): |
|  |
| Company: | Reasons for leaving:  |
| Address: |
| Employment dates: |
| Position held and nature of duties: |

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| *In the following sections, the Trust is looking for evidence that demonstrates you have the right level of competencies to do the job. Please provide the most relevant and recent examples in relation to this job.* |

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| Relevant employment experiences  |
| HR experience*(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| Office Management experience*(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| H&S experience*(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| Experience of CRM systems; budget planning and management; meeting and events support and implementing and updating company policies *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| Additional informationPlease outline why you are motivated to take up this position and why you feel you are suitable for this post. (Please refer specifically to the bullet points in the ‘Candidate Profile’ to structure your answer) |
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| References  |
| Referee one |  | Referee two |
| Name: |  | Name: |
| Job title: |  | Job title: |
| Address: |  | Address: |
| Tel: |  | Tel: |
| Email: |  | Email: |
| In what capacity does your referee know you? |  | In what capacity does your referee know you? |

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| [ ]  Please tick to indicate that you have a current driving licence (this is required for the post). |

Where did you hear about our Operations Manager post?

Indeed [ ]  charityjob.co.uk [ ]  VWT Website [ ]  LinkedIn [ ]

Other—please specify [ ]

 Declaration

*I authorise Vincent Wildlife Trust to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge, all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act – the information given to us in this form will only be used in relation to your application for employment. By signing this declaration, you are giving us your express consent to retain and process this information under the Data Protection Act 1998.*

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| **SIGNATURE ……………………………………………………………………………………… DATE ………………………………………………** |

Please email your application to helenhenderson@vwt.org.uk (Subject: Operations Manager)

Or, if this is not possible, by post (marked ‘Job application – Operations Manager’) to:

Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, Herefordshire HR8 1EP

Deadline for receipt of applications – Wednesday 13 July 2022 at 17:00hrs