

***Application for Employment (Confidential)***

We would ask applicants not to send just a CV these will not be considered

***JOB TITLE***

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| --- |
| **Operations Manager** |

***YOUR NAME AND ADDRESS*** *(Please use Block Capitals)*

|  |  |
| --- | --- |
|  | ***Date of Birth:*** |
|  | ***Telephone No:*** |
|  | *How do you wish to be addressed in correspondence ?* |
|  | *Mr/Mrs/Miss/Ms or Other* |

ALL BOXES WILL EXPAND AS YOU WRITE

***EDUCATION AND QUALIFICATIONS***  *Please give details of your education and qualifications. Make sure you include any professional qualifications.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name and Address of School/College /University*** | ***Subjects*** | ***Results***  ***Grades obtained*** | ***Dates***  ***From***  ***To*** |
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***TRAINING*** *List all training courses undertaken including practical in-house, commercial and special courses including any training schemes, evening classes and adult education.*

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| --- | --- | --- | --- |
| ***Name and Address of Training Agency*** | ***Course Undertaken*** | ***Results / Grades achieved.*** | ***Dates***  ***From***  ***To*** |
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***CURRENT (or most recent) EMPLOYMENT***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Employer's Name and Address*** | | ***Position Held*** | | ***DATE***  ***From /To*** |
|  | |  | |  |
| ***Telephone No:*** | ***Salary / Wage*** | | ***No. of Hours worked*** | |
| ***Please give a brief description of your Duties and Responsibilities:*** | | | | |

***PREVIOUS EMPLOYMENT***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Employer's Name and Address*** | ***Position Held*** | ***Dates***  ***From / To*** | ***Reason for Leaving*** |
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***ADDITIONAL INFORMATION This part of the application is very important.***

*Use the space below to show you have the* ***skills, knowledge and experience*** *to do the job described. Please include details of any relevant work (paid or unpaid) you have done in the community or with the voluntary sector. Please also tell us about any of your leisure interests which you may feel are pertinent in support of your application.*

**We would draw your attention to the job description and personnel specification and will expect you to include relevant information in line with the requirements of the post.**

***This space will expand as you write.***

***REFERENCES***

*If your application is successful we will need to take up your references. Please supply the names and addresses of two referees who know you well enough to comment on your suitability for the post. One of these referees must be your present or most recent employer, or if you haven't worked before, give the name of a responsible person who knows you well, but not a relative.*

|  |  |
| --- | --- |
| ***Name of Referee and Status or Job Title*** | ***Address for Contact*** |
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*BTM particularly encourages applications from people with a disability.*

*Do you have a disability?* ***YES****/NO*

|  |
| --- |
| ***I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.*** |
| ***Signed Date*** |
| ***Note:*** *The withholding, falsification or omitting of relevant information by a successful candidate are grounds for disciplinary action being taken .* |

***FOR OFFICE USE ONLY***

***Comments***