



CONFIDENTIAL

Please type or use black ink. Use further pages if required.

Application for post of: Space4 Operations Manager	Closing date: 31 st May 2021	Application Number:
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PERSONAL DETAILS (Please complete in Block Letters)

Address:		Surname:
		First name:
		Other names:
Telephone No:	Email:	Do you hold a valid, full driving licence?
Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/>		National Insurance Number:

EDUCATION AND TRAINING

Educational Establishments	From	To	Results Achieved (details of grades etc, where known)
Other courses & training (include those you feel relevant for the post)	From	To	Details

PARTICULARS OF PRESENT AND MOST RECENT EMPLOYMENT. Please include nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. When completing dates, please include the month as well as the year.

Name and Address of Current Employer (include nature of business).	Post Title:	
	Date Appointed	Date of leaving (if appropriate)
	Gross Annual Salary	
	Reason for Leaving:	
	Notice Required:	
Description of Duties		

PREVIOUS EMPLOYMENT

Name & Address of Employer (incl. nature of business)	Start Date	Leaving Date	Position Held	Brief Description of Duties	Reason for Leaving

VOLUNTARY WORK EXPERIENCE

Agency or Organization	Type of Work or Duties	Date Started	Date of Leaving	Reason for Leaving

Supporting Statement: Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, particularly in relation to the Job Description or Person Specification provided.

Large empty rectangular box for the supporting statement.

REFERENCES

Please name two persons to whom reference may be made regarding your experience and suitability for appointment to the post. Where applicable at least one of these should be from your present or latest employer. References will only be taken up where a candidate is to be invited for interview.

1) Name and Address

Position or Occupation:

Email:

:

2) Name and Address

Position or Occupation:

Email:

Please state how you heard about this vacancy:

REHABILITATION OF OFFENDERS ACT 1974 AND EXCEPTIONS ORDER 1975

Because of the nature of the work for which you are applying, you must provide information about any convictions. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action.

Have you been convicted of a criminal offence? Yes / No

(If yes, details including type of offence, date, sentence, fine, etc. are required and should be placed in a separate envelope marked **confidential** which would subsequently be returned to you. It will only be opened if you are considered for the appointment. Such information will be completely confidential to the appointing panel.)

Statement to be signed by the Applicant

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.
- I consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signature of Applicant _____

Date _____

Please return your completed application form to:

**Angela Slater, 17 Gillas Lane West, Houghton-le-Spring DH5 8JX
(tel: 0793 106 4891)**

or email to: angelaslaterajs@gmail.com