**ELCAP**

**OPERATIONAL LEAD**

**APPLICATION FORM**

ELCAP is an equal opportunities employer. This form has been designed to seek only information which is essential and consistent with our recruitment and selection procedures and will be anonymised for shortlisting.

Please complete the form as fully as possible with reference to the person specification and return to recruitment@elcap.org.

**Please do not include a CV**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | |
| Surname: | | | Initial: | | |
| Address:  Post code: | | | Telephone number:  Day:  Evening:  Email: | | |
| **EDUCATION, TRAINING AND DEVELOPMENT** | | | | | |
| *Give details of qualifications taken which you feel are relevant to this application.* | | | | | |
| Year | Qualification | Grade | Year | Qualification | Grade |
|  |  |  |  |  |  |
| **CURRENT EMPLOYER** | | | | | |
| Employer: | | | Job title and description of duties: | | |
| Basic salary:  Additional payments: | | | Date you started this job  From: to: | | |
| Reason for leaving: | | | Notice required: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT** | | | | |
| From | To | Employer | Job title and description of main duties | Reason for Leaving |
|  |  |  |  |  |

It is important that you tell us about your full employment history from leaving school. Please outline your employment history including any periods of voluntary work, unemployment and including any gaps.

|  |  |
| --- | --- |
| **HOBBIES/INTERESTS** | |
|  | |
| **STATEMENT IN SUPPORT APPLICATION** | |
| Please use this section to demonstrate how you meet the person specification for the role. | |
| **REFEREES** | |
| **Both references cannot be from the same employer.**   * Reference 1 – must be from your present or most recent employer * Reference 2 – must be someone who knows you in paid/unpaid work capacity * References will not be contacted unless an offer of employment is made | |
| **Reference 1:**  **Name:**  **Address:**  **Tel No:**  **Email:** | **Reference 2:**  **Name:**  **Address:**  **Tel No:**  **Email:** |