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# APPLICATION FOR EMPLOYMENT

# OPERATIONS MANAGER

**In Confidence – When Completed**

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| **Section A – Personal Details** | | | | | | |
| Full Name: | |  | | | | |
| Address: | |  | | | | |
| Post Code: | |  | | | | |
| Telephone:  May we, with discretion, contact you during normal business hours? | | **C:\Users\norrie.moane\Downloads\mobile000000.png** | | | | |
| Email: |  | | | | | |
| Do you hold a full UK Driving Licence? | | |  | | | |
| \*If yes, which categories are you entitled to drive, e.g. B, BE & C: | | | | |  | |
| Are you a member of the Protection of Vulnerable Groups (PVG) scheme? | | | | | |  |
| \*My PVG Scheme Membership No. is: | | | |  | | |
| I am a PVG Scheme ‘Member’ in relation to regulated work with: | | | |  | | |

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| **Section B – Interview Arrangements** |
| The Advocacy Project is happy to consider any reasonable adjustments and/or support that would enable you fully participate in the recruitment process. Therefore, if there are any arrangements that would further assist with your engagement in said recruitment process, then please provide some additional details below. |
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| **Section C – Eligibility** |
| You are hereby asked to confirm your eligibility for employment in the UK so that The Advocacy Project can ensure its compliance with the *Asylum and Immigration Act 1996* and the *Immigration, Asylum and Nationality Act 2006* which places a requirement on organisations to ensure individuals, to whom they are offering employment, have the required permission to work in the UK – Please visit: <https://www.gov.uk/check-uk-visa> if you are unsure of your status. All Candidates invited to attend interview/selection will be asked to present evidence of their eligibility to work in the UK. |
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| **Declaration** | |
| I,  hereby declare that the information provided both herein and as also contained within the accompanying recruitment documentation is to the best of my knowledge true. I have not withheld any information which may have a material effect on my application for employment. Furthermore, I understand that providing false information either by means of a submission(s) or by a deliberate omission(s), may lead to the withdrawal of a subsequent offer of employment or could mean my dismissal from The Advocacy Project with immediate effect and without any requirement in terms of notice.  I also understand that the data I have provided through use of the application documentation, together with information supplied by that of referees and/or other relevant third parties – some of which may meet the statutory test in terms of special category data, will be used and processed for the legitimate purposes which underpin our recruitment and selection of individuals. Moreover, in the event that I am the successful candidate, I am aware that the data I provided will then be processed for the purposes of my employment and to ensure that I can have access to pay and other company benefits schemes and that this information may be subject to verification by The Advocacy Project and in accordance with Data Protection legislation. | |
| Name: |  |
| Signature: | **Click to Enter Signature as JPG or PNG** |
| Date: | **Please Select** |

**NB** – **Pages 1 & 2** will be detached for the purposes of shortlisting; therefore, these will not be seen by members of the Selection Panel.

**There is a continuation sheet included at the end of the application form (Section K).**

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| **Section D – Qualifications** | | |
| Starting with the most recent, list all educational, vocational & professional qualifications achieved: | | |
| **Institution** | **Qualification & Subject** | **Date** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |

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| **Section E – Training** | | |
| Starting with the most recent, please provide details of any training you have received or are currently undertaking, which, did not lead to a qualification but which you feel is relevant to the advertised post: | | |
| **Course Provider** | **Subject** | **Date** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |
|  |  | **Please Select** |

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| **Section F – Information Technology (I.T)** |
| Please give details of any I.T specific training (e.g. ECDL), Software packages, applications you are confident in your ability to use. Please specify versions etc. and highlight your level of experience and/or familiarity. |
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| **Section G – Employment** | | |
| **Current or Most Recent Role** | | |
| Job Title: |  | |
| Employer’s Name  & Address: |  | |
| Starting Date: **Please Select** | | Leaving Date: **Please Select** |
| Current Salary: | | Notice Period: |
| Please summarise your role, duties and responsibilities: | | |

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| **Previous Employment History** |
| |  |  |  | | --- | --- | --- | | **Name of Organisation** | **Period Employed** | **Position Held, Duties & Reason for Leaving** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **Section H – Skills, Knowledge & Experience** |
| Having read the supporting documentation pertaining to the vacancy, and in particular, the Job Description & Person Specification, please then describe the knowledge, experience, skills and qualities which you would bring to The Advocacy Project’s Operations Manager role, whilst also including any relevant supporting information that you think will add benefit and/or enhance your application for the post. |
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| **Section I – Referees** | | | | |
| Please supply full details of at least two referees who can cover your last 3 years of employment, one of whom ***must*** be your current or most recent employer, more specifically, your line manager. Referees should not include relative and/or friends. If you have a limited employment history, then please provide the details of another suitable referee. If you are a volunteer or hold a number of current roles you may wish to include additional reference(s) in **Section - K** for your work in these contexts. **Referees will not be approached prior to a conditional offer being accepted**. | | | | |
| **Referee 1 – Current Employer** | | | **Referee 2** | |
| Full Name: | |  | Full Name: |  |
| Address inc. Postcode: | |  | Address inc. Postcode: |  |
| Relationship to Applicant: | |  | Relationship to Applicant: |  |
| Telephone: | | **C:\Users\norrie.moane\Downloads\mobile000000.png** | Telephone: | **C:\Users\norrie.moane\Downloads\mobile000000.png** |
| Email: |  | | Email: |  |

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| **Section J – General Information** | |
| Please tell us where you saw this vacancy advertised? |  |
| Are you are related to any member of The Advocacy Projects’ staff or Board?  \*If yes, please provide details: |  |
| Have you previously worked for or recently applied for any other posts with The Advocacy Project?  \*If yes, please provide details: |  |

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| **Section K – Continuation Sheet** |
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