|  |  |  |
| --- | --- | --- |
| **Application for the post of:**  Service Manager | *Office Use* | |
| *Application Number* | *Date Received* |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **First Name(s)** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Home Phone** |  |
| **Mobile Phone** |  |
| **Email** |  |

**EDUCATION AND TRAINING**

Secondary / Further / Higher Education

|  |  |  |
| --- | --- | --- |
| **Qualifications gained or pending (subject and level)** | **Grade (if applicable)** | **Date(s)** |
|  |  |  |

Training / Development

|  |  |
| --- | --- |
| **Please detail job related training, relevant courses, apprenticeships etc.** | **Date(s)** |
|  |  |

**CURRENT EMPLOYMENT (or most recent)**

|  |  |
| --- | --- |
| **Name and address of present (or most recent) employer** |  |
| **Job title** |  |
| **Please describe the main duties** |  |
| **Date of Start** |  |
| **Date of Finish** |  |
| **Period of notice (if applicable)** |  |
| **Reason for leaving / wishing to leave** |  |
| **Annual Salary** |  |

**PREVIOUS EMPLOYMENT**

Please start with most recent first and include any temporary, unpaid, and voluntary work experiencing, detailing any employment gaps. Expand the space below or continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **From MM/YY**  **To MM/YY** | **Name and address of employer** | **Position held and Summary of duties** | **Reason for leaving** |
|  |  |  |  |

**KNOWLEDGE, SKILLS AND EXPERIENCE – SUPPORTING STATEMENT**

Please explain how you meet the job requirements. It is recommended that you use the information and criteria laid out in the job description and person specification to help you focus on the knowledge, skills, and experience relevant to the job. You may draw on experience gained from employment, voluntary work, and any outside interests.

Expand the space below (max 2 pages) continuing on a separate sheet if necessary.

|  |
| --- |
|  |

**INTERVIEW ARRANGEMENTS**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

|  |
| --- |
|  |

**REFEREES**

If your application is successful we will take up two references and would ask for these details at this time.

**Are you currently eligible to work in the UK?** YES / NO (Please delete as appropriate)

If selected for interview you will be required to produce original identification to show that you are permitted to work in the UK in accordance with the Immigration Asylum and Nationality Act 2006.

**DECLARATION**

My submission of this form constitutes a declaration that the information given on this application is true and, should this be found not to be the case, I understand that this will lead to disqualification of application, or summary dismissal if appointed.

Signed: …………………………………………………………………................................. Date: …………………

**Please send completed application to** [**funerallinkboard@gmail.com**](mailto:funerallinkboard@gmail.com) **by midday Tuesday 28th March 2023.**