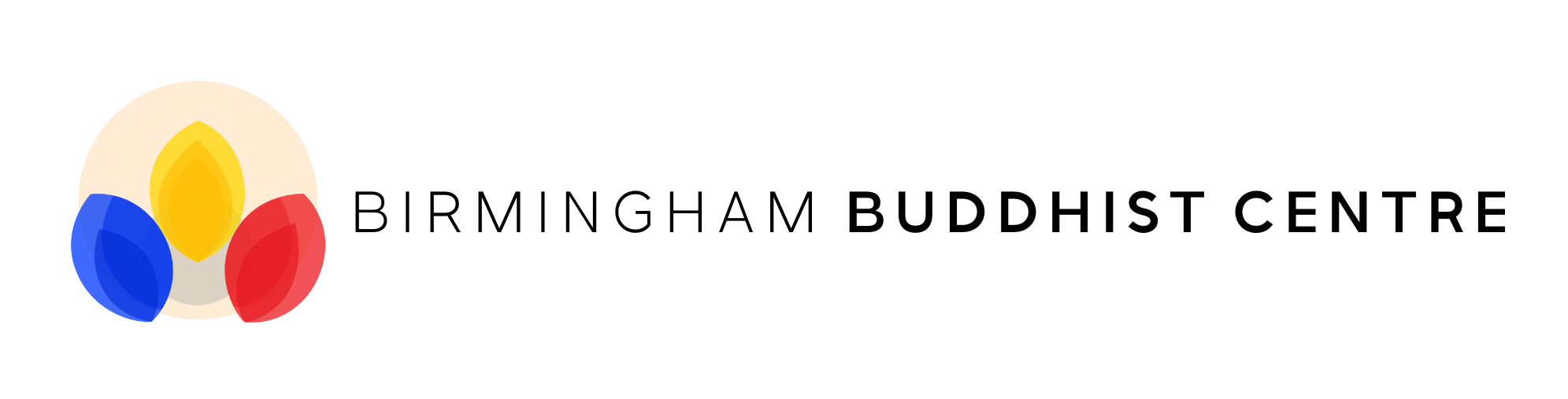
|  |  |  |
| --- | --- | --- |
|  | EMPLOYMENT APPLICATION FORM |  |



***Please complete this form. Incomplete applications and CVs will not be accepted. The form is created in MS Word format so the boxes should expand as you type.***

|  |
| --- |
| Application for employment as |
| **OPERATIONS MANAGER** |

|  |  |
| --- | --- |
| Forename |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Phone |  |
| Email |  |

|  |
| --- |
| Are there any restrictions on your working in the UK? |
|  |

|  |
| --- |
| Do you consider yourself to have a disability? |
|  |

|  |
| --- |
| Please tell us if there are any reasonable adjustments we can make to help you in our recruitment process. |
|  |

|  |
| --- |
| Please tell us if there are any dates when you will not be available for interview. |
|  |

*This first page will be removed from the application before short-listing.*

|  |  |  |
| --- | --- | --- |
| **1. Education and Training** | | |
| Name / location of secondary school / college / university | Dates: From - To | Qualifications Obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **2. Other Qualifications and Training** | | |
| Name and location of training establishment | Dates | Courses undertaken and qualifications obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **3. Present Employment** | | |
| Current / latest employer(name and address) | Dates: From - To (month and year) | Job Title and Main Duties |
|  |  |  |
| Notice period |  | |

|  |  |  |
| --- | --- | --- |
| **4. Employment History** | | |
| Employer (name and address) | Dates: From - To (month and year) | Job Title, Main Duties and Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **5. Other Activities** |
| Please tell us about the history of your involvement with the Triratna Buddhist Community. |
|  |
| Please tell us about any other relevant interests. |
|  |
| Please give details of time not covered by your education or employment history since leaving secondary school. |
|  |

|  |
| --- |
| **6. Please tell us why you applied for this job and how you might benefit from doing it.** |
|  |

|  |
| --- |
| **7. What relevant skills and experience can you offer the Buddhist Centre? (Please give examples from your employment, training and education history.)** |
|  |

|  |  |  |
| --- | --- | --- |
| **8. Please nominate two referees who can provide information regarding your competency to do the job you have applied for. One must be your current employer or line manager.** | | |
| Name |  |  |
| Position held |  |  |
| Address |  |  |
| Phone number |  |  |
| Email |  |  |
| How long known? |  |  |
| Known in what capacity? |  |  |
| *We will not approach your referees before interview.* | | |

*This last page will be removed from the application before short-listing.*

|  |  |
| --- | --- |
| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in the withdrawal of an offer of employment or my dismissal.  I understand that an offer of employment is conditional on a declaration of any unspent criminal convictions and that, over time, a change in responsibilities may require a satisfactory DBS check.  I understand that the processing and sharing of my personal data is necessary for the purposes of recruitment and employment and I consent to this. | |
| Signature |  |
| Name |  |
| Date |  |