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|  | 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.***

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

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

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| Are there any restrictions on your working in the UK? |
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| Do you consider yourself to have a disability?  |
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| Please tell us if there are any reasonable adjustments we can make to help you in our recruitment process. |
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| Please tell us if there are any dates when you will not be available for interview. |
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*This first page will be removed from the application before short-listing.*

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| **1. Education and Training** |
| Name / location of secondary school / college / university | Dates: From - To | Qualifications Obtained |
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| **2. Other Qualifications and Training** |
| Name and locationof training establishment | Dates | Courses undertaken and qualifications obtained |
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| **3. Present Employment** |
| Current / latest employer(name and address) | Dates: From - To(month and year) | Job Title and Main Duties |
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| Notice period |  |

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| **4. Employment History** |
| Employer (name and address) | Dates: From - To(month and year) | Job Title, Main Duties and Reason for Leaving |
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| **5. Other Activities** |
| Please tell us about the history of your involvement with the Triratna Buddhist Community. |
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| Please tell us about any other relevant interests. |
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| Please give details of time not covered by your education or employment history since leaving secondary school. |
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| **6. Please tell us why you applied for this job and how you might benefit from doing it.** |
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| **7. What relevant skills and experience can you offer the Buddhist Centre? (Please give examples from your employment, training and education history.)** |
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| **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.*

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| 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 |  |