A picture containing icon

Description automatically generatedApplication for employment

Confidential Record

*This form must be completed fully and honestly.*

*If not applicable, please write ‘Not Applicable’ in the space provided.*

|  |  |
| --- | --- |
| Application details | |
| Position applied for | **Operations Manager** |
| Date of application |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personal details | | | | | |
| Title | Mr/Ms/Mrs/Miss/Dr/ Prof/Other | | Forename |  | |
| Family name |  | | | | |
| Home Address | | | Current Address *(if different)* | | |
| Telephone No. | |  | Mobile No. | |  |
| Email Address | |  | | | |

Are you eligible for employment in the United Kingdom? Yes 🞏 No 🞏

What documentation can you provide to demonstrate this?

🞏 British Passport or EEA Passport 🞏 Birth Certificate

🞏 National Identity Card 🞏 Official document containing NI number

🞏 UK Residence Permit 🞏 UK work permit

🞏 Letter from the Home Office 🞏 Immigration Status Document

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| --- | --- | --- | --- |
| Education and qualifications *(starting with the most recent)* | | | |
| INSTITUTION *(Name and Address)* | **AWARD and SUBJECT**  *(eg, A-level/Degree etc.)* | | **RESULTS** *(Achieved/Expected)* |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Membership of professional bodies | | | |
|  | | | |
| Employment history *(Starting with the most recent. Please add additional employment boxes as necessary.)* | | | |
| Company: | | | |
| Address: | | | |
| Nature of business: | | Notice period: | |
| Employment dates: | | Reasons for leaving: | |
| Most recent position held and nature of duties: | | Previous positions held (with dates): | |
|  | | | |
| Company: | | Reasons for leaving: | |
| Address: | | | |
| Employment dates: | | | |
| Position held and nature of duties: | | | |

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| *In the following sections, the Trust is looking for evidence that demonstrates you have the right level of competencies to do the job. Please provide the most relevant and recent examples in relation to this job.* |

|  |
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| Relevant employment experiences |
| **Office Management**  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| **HR**  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| **Risk Management, HR, Wellbeing, and Health and Safety**  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| **IT**  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
| **Project Management**  *(Use the space below to provide evidence of your skills and experiences in this area)* |
|  |
|  |

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| **Additional information**  Please outline why you are motivated to take up this position and why you feel you are suitable for this post. (Please refer specifically to the bullet points in the ‘Candidate Profile’ to structure your answer.) |
|  |

|  |  |  |
| --- | --- | --- |
| References | | |
| **Referee One** |  | **Referee Two** |
| Name: |  | Name: |
| Job title: |  | Job title: |
| Address: |  | Address: |
| Tel: |  | Tel: |
| Email: |  | Email: |
| In what capacity does your referee know you? |  | In what capacity does your referee know you? |

|  |
| --- |
| 🞏 Please tick to indicate that you have a current driving licence (this is required for the post). |

Declaration

*I authorise Vincent Wildlife Trust to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge, all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act — the information given to us in this form will only be used in relation to your application for employment. By signing this declaration, you are giving us your express consent to retain and process this information under the Data Protection Act 1998.*

|  |
| --- |
| **SIGNATURE ……………………………………………………………………………………… DATE ………………………………………………** |

To help us improve our recruitment processes, it would be really helpful if you could tell us how you heard about this role? (Please select)

VWT Website VWT Facebook  VWT BlueSky  VWT Instagram  VWT LinkedIn

 Other social media shares  WM Jobs website  Countryside Jobs Service

 Environment Jobs  Local press (say which below)  Other websites (say which below)

 Other, please describe…………………………………………………………………………………………………………………..

### Please email your application to [sandy.bromige@vwt.org.uk](mailto:sandy.bromige@vwt.org.uk) (Subject: Operations Manager)

Or, if this is not possible, by post (marked ‘Job Application – Operations Manager’) to:

Operations Manager, Vincent Wildlife Trust, 3-4 Bronsil Courtyard, Eastnor, Ledbury, Herefordshire HR8 1EP

Deadline for receipt of applications – Friday 22August at 17:00hrs