

APPLICATION FOR EMPLOYMENT

Please complete all sections of this form in black. Note that pages 1 – 3 will be detached and not seen by those involved in shortlisting. If you are completing this form electronically you may edit the layout as long as all the information requested is given and clearly set out. You should show your suitability for this job in line with the information provided in the job description and person specification, giving examples, which may be taken from experience gained outside of paid employment. You may use additional sheets if you need extra space, but do not include your name on these.

**Job Title: Office Support Manager**

**Personal information**:

Surname: Title: Forenames:

Permanent Address (including post code): Contact Address (if different):

Daytime telephone no: Evening telephone no:

Mobile telephone no: Email:

Are you over 18? (please ring as appropriate) Yes / No

Where did you see this position advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you required to have a visa or work permit to be employed in the UK? Yes / No

If yes, please give details including the expiry date of any visa / permit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have specific requirements relating to equal opportunities? Yes / No

If you have any particular requirements you may wish to give details in a sealed envelope with your name and ‘Special Requirements’ written on it. This envelope will only be opened if you are shortlisted for interview so that we can consider your needs both then and during your employment.

Do you have any criminal convictions? Yes / No

If Yes, please give details on a separate sheet of paper in a sealed envelope. Please also disclose any ongoing police investigations and pending prosecutions. Such a disclosure will not necessarily be a bar to employment with One25 and will not result in you being treated unfairly.

Are you available for interview on the date(s) given? Yes / No

If no, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If appointed, when could you start with One25? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**References**Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage that we may apply for a reference. We will not confirm an appointment until satisfactory references have been received.

|  |  |
| --- | --- |
| Name:  Position:  Organisation:  Address:  Telephone:  Email:  Capacity in which known by you:  When may we take references? | Name:  Position:  Organisation:  Address:  Telephone:  Email:  Capacity in which known by you:  When may we take references? |

**Declaration**I confirm that to the best of my knowledge the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

I also consent to the information provided on my application being stored on a manual and / or computerised filing system in line with Data Protection legislation until the post for which I am applying has been filled.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the completed application form, marked "Private and Confidential" to:

The Executive Assistant (HR)  
One25 Limited  
The Grosvenor Centre  
138A Grosvenor Road  
St Pauls  
Bristol  
BS2 8YA

Or as an email attachment to jobs@one25.org.uk using .doc or .rtf format (please do not turn into a PDF).

**Employment history**

Give details of your employment history starting with your current or most recent employer and working backwards. Please account for any gaps in your employment history. If you have not worked before, or if you have been out of work for some time, please describe how you have gained relevant experience for your application. Expand these boxes and add as necessary.

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| --- |
| **Employer's name and type of business**:  **Dates employed (month / year from and to)**:  **Job title and main duties**:  **Reason for leaving**: |
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| **Employer's name and type of business**:  **Dates employed (month / year)**:  **Job title and main duties**:  **Reason for leaving**: |

**Volunteering Experience**

Give details of any volunteering you have undertaken that may be relevant to the role, starting with any current or most recent experience and working backwards.

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| --- |
| **Business name and type of business**:  **Dates volunteered (month / year from and to)**:  **Position and main duties**: |
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**Professional Association Membership**

|  |  |  |
| --- | --- | --- |
| Name of Professional Association: | Year joined: | Grade / level: |
|  |  |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Place of study: | Dates: | Qualifications: | Subjects: |
|  |  |  |  |

**Training**

Give details of any training you have had which is relevant to the job that you are applying for. Include any on-the-job training as well as formal courses.

|  |  |  |
| --- | --- | --- |
| Title of training and brief description: | Date (approx): | Length of course: |
|  |  |  |

**These questions are your opportunity to tell us about your abilities, skills and experience that you will bring to the role of.**

In the following boxes please provide a summary of how your Experience and Skills, Knowledge & Abilities fulfil the requirements of the person specification for the role. You should focus on providing evidence and examples which demonstrate your suitability against the requirements of the Person Specification in relation to this role.

|  |
| --- |
| 1. Why are you interested in working for One25 in the role of Office Support Manager? |
| 1. Please tell us how your previous experience makes you a good candidate for this role and what skills you will bring to the role of Office Support Manager? |
| 1. Can you please tell us  a) about your general experience of line managing Managers and staff   b) about a difficult situation you had to manage with a team member you managed? What did you do, and with the benefit of hindsight what might you have done differently? |
| 1. What experience of using databases have you had, which databases and how have you analysed data to effectively present accurate and required information for an organisation? |
| 1. Outline your experience of managing premises and how you would plan space alongside new projects and staff? |
| 1. Please tell us how you have worked with other staff, other teams and a board to develop good relationships and communication across an organisation. |
| 1. Please outline how you would approach planning for a new programme of work to be hosted within One25 and the stages you would take to ensure this was working effectively. |
| 1. Describe the essential elements of an IT strategy for a medium sized organisation and how would you know this was working? |
| 1. What does a strong first point of contact look like for staff, volunteers, board members and visitor? |
| 1. How would you make sure that the services you are offering staff internally are meeting their needs and supporting them in their work, given they are a busy team, across two sites? |
| 1. How do you ensure high quality work and accuracy in your work? |
| 1. Tell us any about any other experiences or skills that you have that you think will equip you for this role. |