**APPLICATION FORM** CONFIDENTIAL

*Please type or write in black ink. A typed application is acceptable providing you follow this application format.*

*Please complete your application form as fully and concisely as possible based on the information we have given you with reference to the person specification in particular. Do not enclose any material other than that requested. To apply, email the completed application form to* *jenny@abo.org.uk**.*

|  |  |  |
| --- | --- | --- |
| Post applied for |  | MEMBERSHIP & OPERATIONS MANAGER (MATERNITY COVER) |

|  |  |  |
| --- | --- | --- |
| CLOSING DATE |  | MONDAY 8 MARCH 2021, 12pm |

|  |  |  |
| --- | --- | --- |
| INTERVIEWS |  | WEDNESDAY 17 & THURSDAY 18 MARCH 2021 |

**SECTION 1** PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SURNAME |  |  | INITIAL(s) |  |  |

|  |  |  |
| --- | --- | --- |
| HOME ADDRESS |  |  |

|  |  |  |
| --- | --- | --- |
| CORRESPONDENCE ADDRESS *(if different from above)* |  |  |

|  |  |  |
| --- | --- | --- |
| E-MAIL |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TELEPHONE (day) |  |  | mobile |  |  |

|  |  |  |
| --- | --- | --- |
| TELEPHONE (EVE) |  |  |

May we contact you by telephone during office hours? 🞏 YES 🞏 NO

**SECTION 2** CURRENT EMPLOYMENT DETAILS

*Your present or most recent employer*

|  |  |  |
| --- | --- | --- |
| NAME |  |  |

|  |  |  |
| --- | --- | --- |
| ADDRESS |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| TELEPHONE  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| YOUR JOB TITLE |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SALARY |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date appointed: |  |  | Date left |  |  |

|  |  |  |
| --- | --- | --- |
| Reason(s) for leaving: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| NOTICE REQUIRED |  |  |  |

|  |  |  |
| --- | --- | --- |
| NUMBER OF DAYS SICK LEAVE TAKEN IN LAST 12 monTHS |  |  |

Please describe your main responsibilities

**SECTION 3** WORK HISTORY

*Please list other posts held, starting with the most recent (continue on a separate sheet if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer andbusiness activity | Datefrom | Dateto | Position held and description of main responsibilities |
|  |  |  |  |

**SECTION 4** EDUCATIONAL QUALIFICATIONS

*Please give details of educational institutions attended, with dates, examinations and results as below*

*(Continue on a separate sheet if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATIONAL INSTITUTION | Datefrom | Dateto | Examinations taken, results, and qualifications obtained |
|  |  |  |  |

*Please give details of other relevant training (e.g. short courses, conference) you have attended*

|  |  |  |  |
| --- | --- | --- | --- |
| TRAINING ESTABLISHMENT | Datefrom | Dateto | qualification OR CERTIFICATE obtained (if any) |
|  |  |  |  |

**SECTION 5** INFORMATION IN SUPPORT OF THIS APPLICATION

Based on the information contained within the Job Description, please provide specific examples to show how you meet the criteria for this post. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

**SECTION 6** OTHER INTERESTS

*Please give details of membership of professional societies, institutions, trade unions, directorships etc:*

|  |  |  |
| --- | --- | --- |
| SOCIETY OR INSTITUTION | DATES | ACTiVITIES UNDERTAKEN |
|  |  |  |

*Please give details of any public/voluntary sector experience*

|  |  |  |
| --- | --- | --- |
| BODY OR INSTITUTION | DATES | ACTIVITIES UNDERTAKEN |
|  |  |  |

*What interests do you have outside your work?*

|  |
| --- |
|  |

**SECTION 7** REFERENCES

*Please give the names, addresses, telephone numbers and positions of two people to whom reference may be made. One should be your current or most recent employer. References will only be taken up if an offer of employment is made. All appointments are subject to receipt of references that we find to be satisfactory. No offer of employment can be finalised until two references have been received.*

REFERENCE ONE

|  |  |  |
| --- | --- | --- |
| name |  |  |

|  |  |  |
| --- | --- | --- |
| position |  |  |

|  |  |  |
| --- | --- | --- |
| ADDRESS |  |  |

|  |  |  |
| --- | --- | --- |
| TELEPHONE |  |  |

|  |  |  |
| --- | --- | --- |
| EMAIL |  |  |

*May we approach this referee should an offer of employment be made?* 🞏 YES 🞏 NO

REFERENCE TWO

|  |  |  |
| --- | --- | --- |
| name |  |  |

|  |  |  |
| --- | --- | --- |
| position |  |  |

|  |  |  |
| --- | --- | --- |
| ADDRESS |  |  |

|  |  |  |
| --- | --- | --- |
| TELEPHONE |  |  |

|  |  |  |
| --- | --- | --- |
| EMAIL |  |  |

*May we approach this referee should an offer of employment be made?* 🞏 YES 🞏 NO

**SECTION 8** DECLARATION

*I declare that the information of this form is correct and that I have omitted nothing, which to the best of my knowledge might affect this application.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SIGNED |  |  | DATE |  |  |