



Jack Dash House,
2 Lawn House Close,
London E14 9YQ.
020 7001 2170
www.real.org.uk

Operations Manager (part-time) Application form

Please send us this form **by 9am on Monday 10 June 2013**

You can send it to hello@real.org.uk or post it to Vacancies, Real, Jack Dash House, 2 Lawn House Close, London, E14 9YQ.

As you type in the boxes they will expand if you need more space. If you are completing a printed copy please use extra sheets as appropriate.

If you need a large print or different format, please contact Parvin on 020 7001 2178 or parvin.hussain@real.org.uk

1. Your details

First name	
Last name	
Address	
Home Telephone	
Mobile Telephone	
Email	

Do you have a UK or EU passport?	
If No, please explain your entitlement to work in the UK	
Languages spoken (other than English) - indicate to what standard	

Do you currently hold a CRB check issued within 3 years?	
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2. Details of current (or if not currently employed, most recent) employment

Name of employer and location	
Position	
Main duties	
Salary	
Date started	
Notice required (if still working there)	
Date left (if relevant)	
Reason for leaving	

3. Previous employment/roles

Please give brief details of your previous employment history and work experience, either paid or voluntary

Dates From	To	Employer and location	Job title and brief description

4. Education, training and qualifications

Please give details of your education and training

Date(s)	Education/Training	Qualification

5. Why you would be good at this role

5.1 Please read the job description and then describe any experience (paid or unpaid) that you have that demonstrates why you would be good at this job.

5.2 Please read the person specification and then describe the qualifications, experience, skills and knowledge that you have that demonstrates how you meet the criteria.

5.3 Why are you interested in this position?

6. Preferred start date

If appointed, what date would you be able to start work?

7. References

Please can you give the names and contact details of **two** referees. One **must** be your current or most recent employer. The second referee should be another employer if possible. If not, please think of someone who can comment on your abilities but would still be impartial.

Ideally they will have known you for more than 12 months.

	Referee 1	Referee 2
Title (Mr/Mrs/Ms, etc):		
Full name:		
Job Title:		
Address:		
Post Code:		
Telephone Number:		
E-mail address		
How long have you known this person?		
How do you know them (eg manager, friend)?		
Is it OK to contact them prior to interview?		

8. Criminal records check

This post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

This means that you must tell us about convictions which for other purposes are `spent' under the provision of this Act, and so must disclose them below.

A criminal record will not necessarily exclude you from possible employment. Information given will be strictly confidential and will only be taken into account for the purpose of this application.

Have you ever been convicted of any criminal offence, whether 'spent' or 'unspent', as defined in the Rehabilitation of Offenders Act 1974 or do you have any charges pending? (Please tick or cross)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please give details

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9. Access needs

Do you need support to take part in the interviews (e.g. special equipment, extra time or large print materials)?

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10. Availability for interviews

We have a tight schedule for this recruitment process. Please indicate if you are NOT available for interview at any times (between 9am and 7pm) on these dates:

Friday 14 June	<input type="checkbox"/>
Monday 17 June	<input type="checkbox"/>
Tuesday 18 June	<input type="checkbox"/>

11. Our advertising

How did you find out about this role?

Website (please say which one)	<input type="checkbox"/>
Other (please say)	<input type="checkbox"/>

12. Declaration

I confirm that everything I have written in this form is true.

I understand that leaving out relevant information or including false information may mean my appointment is ended without notice.

Signature	
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Date	
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