**Application Form for Operations Co-ordinator**

Please complete all sections of this application form and other documents clearly in **CAPITAL LETTERS** and in **BLACK INK**

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| **APPLICATION REF (office use only): AFOCJAN23** |
| *The contents of this form will be treated as confidential* |

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| **PERSONAL DETAILS** |
| **Surname:**  | **Forename(s):** |
| **Address:** |
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|  | **Post Code:** |
| **Mobile Number:** | **Telephone Number:** |
| **Email Address:** |
| **Do you currently have a driving licence?** YES [ ]  NO [ ]  |
| **If there are any endorsements on your driving licence, please give details below** |
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| **EDUCATION & TRAINING***Please provide details below – continue on separate sheet if necessary.* |
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| **CURRENT EMPLOYMENT** |
| **Name & Address of Employer** | **Job Title** | **Reason for leaving** |
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| **Brief description of current duties and responsibilities:**  |
| **Notice period required with current employer:**  |

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| **EMPLOYMENT HISTORY***Please list all employment, explaining any gaps between posts since you finished full time education (beginning with your most recent employer). Please continue on a separate sheet if necessary.* |
| **Date From - To** | **Name & Address of Employer** | **Job Title** | **Reason for Leaving** |
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| **SUPPORTING STATEMENT***Please tell us:** *why you applied for this job*
* *why you think you are the best person for the job*
* *how can you demonstrate the values of our organisation*
* *what motivates you*

*Please continue on a separate sheet if necessary.* |
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| **INTERVIEW ARRANGEMENTS & AVAILABILITY** *If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.**Any dates you will not be available for interview.*  |
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| **REFERENCES***Please give details of two referees, one of which should be your present or most recent employer, though both referees should be able to comment on your abilities and suitability for the post you are applying for.* |
| **Name & position of referee:** | **Name & position of referee:** |
| **Company name & address:** | **Company name & address:** |
| **Telephone:** | **Telephone:** |
| **Email Address:** | **Email Address:** |
| **Capacity Known:** | **Capacity Known:** |
| I **do/ do not** wish for them to be contacted prior to interview  | I **do/ do not** wish for them to be contacted prior to interview  |

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| **DECLARATION***(PLEASE READ THIS CAREFULLY BEFORE SIGNING THE APPLICATION)* |
| I agree that any offer of employment is subject to satisfactory references and a probationary period. I confirm that the information supplied by me on this form and all documents required, with this application are complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  |
| **Signed:**  | **Dated:**  |