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**APPLICATION FORM**

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| 1. **Personal Details** |  |
| Position applied for | Office Manager |
| Full Name |  |
| Address |  |
| Telephone Number (preferred) |  |
| Telephone Number (alternative) |  |
| Email address |  |
| Are you eligible to work in the UK |  |
| Where did you hear about the role? |  |

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| 1. **Education** | | |
| Date (From- to) | School/ College/ university | Subject and Qualifications (brief details) |
|  |  |  |
|  |  |  |

*(Add more rows as needed)*

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| 1. **Training** | | |
| **We’d like to know about any training courses or professional development which may be relevant to the role** | | |
| Date (can be approximate) | Training course attended | Awards achieved (if appropriate) |
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*(Add more rows as needed)*

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| 1. **Employment** | | | |
| **We’d like to know about your previous employment, starting with your current or most recent role** | | | |
| Date (From- to) | Employer | Role and main duties | Reason for Leaving |
|  |  |  |  |
|  |  |  |  |

*(Add more rows as needed)*

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| 1. **Application Questions** |
| Why are you applying for this post? |
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| With reference to the job description and person specification, please explain what experience, knowledge and skills you have that make you suitable for this role. |
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| What value do you feel you could add to the CHAS team? |
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| 1. **Disability Discrimination Act** |
| Do you require any special arrangements to be made to assist you if called for interview?  Please provide details:  *CHAS (Bristol) is an equal opportunities employer and the process of appointing staff will be informed and in accordance with our policies. We will not discriminate against individuals applying for this post on grounds of race, disability, sexual orientation, religion, belief or age.* |

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| 1. **Rehabilitation of Offenders Act 1974** |
| Have you ever been convicted of any criminal offences? (*delete as appropriate)* **YES/NO**  If you have indicated yes please summarise the details below. Having a conviction will not necessarily stop you from working with us, but will be taken into consideration when assessing your suitability:  Please note, if you are successful in your application and are appointed to this post you may be required to submit an Enhanced disclosure DBS before your employment it confirmed. |

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| 1. **Referees** | |
| **We won’t contact your referees until after we’ve made you an offer of employment** | |
| **Referee One** | **Referee Two** |
| Name | Name |
| Relationship to you | Relationship to you |
| Address | Address |
| Email address | Email address |
| Telephone number | Telephone number |

|  |  |
| --- | --- |
| 1. **Additional Info** | |
| If successful, how soon would you be able to start? |  |

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| 1. **Declaration** | |
| I declare that the information in this application is true to the best of my knowledge and that any misrepresentation may result in any offer of employment being withdrawn. | |
| Signed: | Date: |

**Please return the form by email to admin@chasbristol.co.uk**