# APPLICATION FOR EMPLOYMENT

# Operations Manager

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Post Code |  |
| Telephone | Daytime: |
|  | Evening: |
| Email address |  |

I declare that, to the best of my knowledge, everything on this form is true and accurate. I understand that any items found to be misleading or untrue following appointment to the post will lead to disciplinary procedures and potential dismissal.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

### Please return to: Recruitment – Private & Confidential

###  The Advocacy Project

 **Cumbrae House**

 **15 Carlton Court**

 **Glasgow G5 9JP**

 **caroline@theadvocacyproject.org.uk**

Applications submitted by email will require to be signed at interview

**NB** – As part of the recruitment process, this front page will be detached for the purposes of short listing

|  |  |
| --- | --- |
| Secondary Education Qualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Further/Higher EducationQualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Professional QualificationsQualifications Gained (please include dates) |  |

|  |  |
| --- | --- |
| Any relevant voluntary or community involvement |  |

|  |  |
| --- | --- |
| Name and address of present or most recent employer |  |

|  |  |
| --- | --- |
| Position held and duties |  |

|  |  |
| --- | --- |
| Period employed |  |
| Notice of termination required |  |
| Reason for leaving |  |

|  |
| --- |
| Previous Employment (continue on separate sheet, if necessary) |
| Name of Organisation | Period Employed | Position Held, Duties & Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |

Please answer the following (You can continue on a separate sheet but limit each response to 150 words):

Outline your understanding of the concept of empowerment

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| --- |
|  |

Describe when you have empowered an individual or group of people

|  |
| --- |
|   |

Describe a life experience that demonstrates your leadership qualities

|  |
| --- |
|  |

Describe examples where you have managed services &/or people

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| --- |
|  |

Outline your understanding of leadership and management

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| --- |
|  |

Describe how you would promote and raise awareness of advocacy services

|  |
| --- |
|  |

Outline your understanding of the importance of Performance Management and Quality Standards

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| --- |
|  |

Describe you experience of liaising, networking and negotiation with statutory bodies

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| --- |
|  |

Please give the details of two people who can provide you with a reference, one of whom should be your current or most recent employer. If you are invited for interview, your referees will be contacted automatically, therefore please indicate if you do not wish contact to be made at that stage.

## Referee 1

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |
| Contact prior to interview? | Yes / No |

## Referee 2

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |
| Contact prior to interview? | Yes / No |