APPLICATION FOR EMPLOYMENT FORM

Please complete **all** sections of this form in full and return by the specified closing date to the appropriate contact. Please ensure that all information stipulated on this form is legible. Please note that late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL IN THIS RECRUITMENT EXERCISE. Curriculum Vitae’s will not be accepted. Candidates must clearly outline how their qualifications and experience meet both the essential and desirable requirements of this position. Continuation sheets may be added if necessary. THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

POSITION APPLIED FOR: MANAGER (REF: MGR24)

**PERSONAL DETAILS**

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Title:

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First name(s):

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|  |
| --- |
|  |

Surname:

Address:

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| --- |
|  |

Postcode:

|  |
| --- |
| Home: Mobile: |

Telephone numbers

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| --- |
|  |

E-mail Address

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes | ☐ | No | ☐ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a current driving licence valid in the UK | Yes | ☐ | No | ☐ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If required, do you have access to a car, or a form of transport which will enable you to fulfil the duties of the post? | Yes | ☐ | No | ☐ |

2. QUALIFICATIONS/EDUCATION

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| --- | --- | --- |
| **Level****(e.g. Degree/GCSE)** | **Subject/Name Of Course** | **Grade Obtained** |
|  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name Of Professional Body** | **Grade Of Membership (Where Appropriate)** |
|  |  |

**4. EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name And Address Of Employer And Nature Of Business:** | **Dates Of Employment:** **From:** **To:** | **Job Title:****Job Function/ Responsibilities:** | **Final Salary And Reason For Leaving** |
|  |  |  |  |

Please list chronologically, starting with current or most recent employer

**5. TRAINING**

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| --- |
| **Details Of Training Courses Attended & Awards Achieved, If Appropriate:** |
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**6. SUITABILITY FOR THIS POSITION**

Please provide details in the boxes below on how you meet each of the essential & desirable criteria outlined in the personal specification. Specifically, please demonstrate how your knowledge, skills and experience meets the requirements of this role. Please note that this information will be used by a selection panel to decide whether or not you will be short listed for the next stage of the recruitment process.

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| Essential Criteria 1. Degree or equivalent in a Business or Community Development related subject plus 2 years’ management experience including staff, financial and project management responsibilities, **OR** A Higher-Level Qualification in any subject plus 5 years’ management experience including staff, financial and project management responsibilities. |
| Essential Criteria 2. Hold a valid full driving license and have access to a car to get to/from work and attend meetings. |
| Essential Criteria 3. Possess excellent organisational/time management skills. |
| Essential Criteria 4. Extensive I.T. skills together with excellent knowledge and experience using Microsoft 365 applications. |
| Essential Criteria 5. Proven ability to lead a team to maximise their performance and effectiveness. |
| Essential Criteria 6. Experience in managing volunteers. |
| Desirable Criteria 1. Experience dealing with all aspects of staff management (including recruitment, induction, training, appraisals, grievance & disciplinary). |
| Desirable Criteria 2. Fleet Management knowledge/experience. |
| Desirable Criteria 3. Experience working in the Community/Voluntary Sector. |
| Desirable Criteria 4. Working knowledge of Sage Accounts and Sage Payroll. |
| Desirable Criteria 5. Hold full category PCV D or D1 Licence.  |
| Desirable Criteria 6. Certificate of Professional Competence for Transport Managers (PCV). |
| Desirable Criteria 7. Excellent communication/marketing skills including social media, public presentations, report writing, facilitating meetings, public engagement and dealing with the media. |

**7. REFERENCES**

Please list the details of two referees who are willing to provide references for you. Your referees should include your current or most recent employer and someone who knows you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless you are a suitable candidate to be offered the post.

|  |  |
| --- | --- |
| Referee 1: | Referee 2: |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. SPECIAL REQUIREMENTS**

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| --- | --- |
| Do you require any special arrangements to be made for your interview, presentation and/or practical assessment on account of a disability? Please the relevant box.  | **Yes****No** |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your in interview, presentation and/or practical assessment and thus meet our obligations under the Equality Act 2010: |

**9. MEDICAL HISTORY**

It is a requirement of this role that the successful candidate is in a fit state of health to render regular and reliable service. Please provide brief details and approximate dates of any periods of sickness over the past two years. The organisation will review this information in line with the standards expected of all employees and will take this information into account in making its final decision regarding an offer of employment.

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 **10. CRIMINIAL CONVICTIONS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent and unspent cautions and convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020. Any information provided will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

|  |
| --- |
| Do you have any unspent cautions or convictions? **Yes No**  |
| Do you have any adult cautions or spent convictions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)?**Yes No**  |
| Please provide details below of your conviction:  |

**11. DATA PROTECTION**

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| --- |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.The organisation treats personal data collected during the recruitment process in accordance with GDPR. Information about how your data is used and the basis for processing your data is provided in the job applicant privacy notice.**Declaration**I declare that all information which I have provided in this application is to the best of my knowledge and correct. I understand that any false, incomplete, or misleading statements may result in a job offer being withdrawn or my employment terminated.Signature: Date: |

**12. Return of Application**

Completed Application For Employment Form & Monitoring Form must be returned via email to ashley@cdmcommunitytransport.co.uk or to the postal address below **by midnight** **on Thursday 24th October 2024**. *Only applications containing all the required information will be considered for this post, CV’s will not be accepted.*

Attn: Ashley Keane, Chief Executive

CDM Community Transport

Unit 4 Derryloran Business Centre

Cookstown

BY80 9LU

**Please Note: Interviews for this post will be conducted on Thursday 7th November 2024.**