|  |  |  |
| --- | --- | --- |
| **Reference Number:** | **Title of Post: Operations Manager** | **Location of Post:  Beat Carnival Centre,  Boyd St, Belfast** |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Title/pronouns |
| First Names : | Telephone No (including std code):    Mobile Telephone No:    E-mail Address: |
| Address:    Post Code: |

**ELIGIBILITY TO WORK IN THE UK**

Do you require a permit to work in the UK? Yes  No

If yes, please give details.

**REFEREES**

|  |  |
| --- | --- |
| Please name two referees, who have knowledge of your present and/or most recent work **and** who are in a supervisory/managerial capacity. (Please note that referees will not be contacted until an offer of employment has been made). | |
| Name:    Occupation:    Address:    Post Code:    Telephone Number:    Email: | Name:    Occupation:    Address:    Post Code:    Telephone Number:    Email: |

**Professional Qualifications and REGISTRATIONS**

**Please detail University Degrees, Professional Qualifications and / or Current Professional Registrations.**

|  |  |  |
| --- | --- | --- |
| **Awarding Body** | **Description** | **Date Awarded** |
|  |  |  |

##### **EMPLOYMENT HISTORY - PRESENT POST** (If unemployed – most recent post)

|  |  |  |
| --- | --- | --- |
| Name and address of present employer    Address:        Post Code: | Date appointed  (DD/MM/YY) | Present salary per annum  £ |
| Job Title | |
| Period of Notice Required | |
| Please give reason for leaving. Also indicate leaving date (if applicable): | | |
| Principal Duties | | |

**EMPLOYMENT HISTORY**

**PAST EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Name of Previous**  **Employers and dates Position(s) held**  **Day/Month/Year - Day/Month/Year** | **Title of Position(s) Held** | **Principal Duties of Post(s) Held and Reasons for Leaving** |
|  |  |  |

**Please provide details of any other employment by continuing on a separate sheet if necessary.**

**DEMONSTRATING YOUR RELEVANT EXPERIENCE AND QUALIFICATIONS**

The following sections ask you to outline how you meet the essential criteria and desirable criteria which will be used by the panel when shortlisting. You must clearly demonstrate how you meet each criterion giving relevant examples and providing full details. If you fail to fully complete each shortlisting criterion, the shortlisting panel will find it difficult to assess your application form and may be unable to invite you to interview. The shortlisting panel will not make assumptions as to your qualifications, experience, circumstances, skills and/or knowledge. **See Guidance Notes for further information.**

**Criteria 1**

**Skills and Qualifications**

**Criteria 2**

**Experience, Knowledge and Abilities**

**Criteria 3**

**Attributes and Disposition**

**HOLIDAY ARRANGEMENTS**

Please indicate planned holiday arrangements or other dates when you are unavailable for interview.

**Beat Carnival is under no obligation to take account of holiday arrangements but will endeavour to do so if practicable.**

**ADVERTISING**

Please indicate how you became aware of this vacancy:

|  |
| --- |
|  |

**PERSONAL DECLARATION**

|  |
| --- |
| I declare that to the best of my knowledge the information given is honest and accurate. I understand that any wilful misstatement or omission renders me liable to disqualification or, if appointed, to dismissal.  I understand that the appointment is subject to receipt of satisfactory references, the verification of qualifications required for the post (as per the personnel specification) and relevant disclosure check.  I hereby give consent for the information on this form to be collected, stored and processed in accordance with the provisions of the Data Protection Act 1998.  Signature:­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Completed application forms should be returned by the closing date to:**

**Transition Consultant C/O Beat Carnival Recruitment**

[**email: info@beatcarnival.com**](mailto:info@beatcarnival.com)