# 

# APPLICATION FORM

**CEO Job-share: Research and Operations**

Thank you for applying for this position. We look forward to reading your application.

## Notes on Application

Please read these notes carefully. They will help you to provide us with all the information we need to consider your application.

## Completing the application form

All sections of the form must be completed for us to be able to assess your application: if a section is not relevant, please put ‘N/A’ (not applicable). Please note that the form requires you to add a personal statement. When you have completed all sections, you should return all pages by the closing date advertised.

If you have problems completing the form, please contact David White for further help at:

david@cavernoma.org.uk

If we wish to progress your application further, we will contact you by email with information about the next stage of the selection process.

## Information required on application

We will require you to give us the details of 2 referees who will be able to give their opinion as to your suitability for the role in question. References will not be taken up unless your application is successful. One reference must be from your current or last employer. Referees must be appropriate to the position applied for. We are unable to accept a reference from a family member or personal friend.

## The Selection Process

If you are being invited for interview, you will be contacted by the Chair of the Selection Panel to give you details of the date, time and venue for next stage of the selection process.

**Please return this application form to David White (Honorary CEO): david@cavernoma.org.uk**

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS:**

**12 noon on 9th September 2022**

# INTERVIEWS WILL BE HELD in September 2022, either face-to-face or via Zoom.

****

# Application for post of Member Support Worker

Please use black ink when completing this form and complete all sections unless the section is not relevant, in which case please put N/A (not applicable) in the space provided. Note that the boxes will expand as you type if the space is insufficient.

## Personal details

|  |
| --- |
| **Family name:** |
| **Forename:** |
| **Title (Mr/Ms/Mrs/Miss etc):** |
| **Address** |
| **Telephone**  **Home:**  **Mobile:**  **Work:** |
| **Email Address:** |

|  |  |
| --- | --- |
| Q1. Do you **require** a work permit or other document to show that you have necessary permission to work in the UK? | **Yes / No** |
| **If you answered ‘Yes’ to Q1, please give details**. | |
| Q2. If you answered yes to Q1, do you currently **have** the necessary documentation to enable you to work in the UK? | **Yes / No** |
| **If you answered ‘No’ to Q2 please explain when you will obtain the requisite documentation**: |  |
|  | |
| Q3. Are you related to any current CAUK Trustee Board member? | **Yes / No** |
| **If you answered ‘Yes’ to Q3, please give details**. | |
| Q3. Do you have a current DBS certificate? | **Yes / No** |

**Employment History -** Please give details of your current job and last three positions or details of your employment covering the last 5 years, whichever is the longer. Please give as much information as you can about your previous work. If you have taken study/career breaks please include details. If this will be your first employment, please indicate “First employment” in the first box.

|  |  |
| --- | --- |
| **Name, address of most recent employer**  **Postcode** | **Your job title** |
| **Start date Month Year** |  |
| **Brief description of duties** | **Leaving date if relevant**  **Mth Year**  **Salary on leaving:** |
|  | **Reason for leaving** |
| **Previous Employer 1 name** | **Position held** |
| **Dates: From** | **To** |
| **Previous Employer 2 name** | **Position held** |
| **Dates: From** | **To** |
| **Previous Employer 3 name** | **Position held** |
| **Dates: From** | **To** |

|  |
| --- |
| **Please give details of any breaks in your work history** |

|  |
| --- |
| **Please give information about any voluntary work you have undertaken in the last ten years** |
|  |

## Professional Qualifications

Please give details of any professional qualifications or membership of professional bodies

|  |  |  |
| --- | --- | --- |
| **Qualification/level** | **Issuing college/authority** | **Date awarded** |
|  |  |  |
|  |  |  |

## Educational Qualifications

Please give details of educational qualifications and examinations passed

|  |  |  |  |
| --- | --- | --- | --- |
| **School/college** | **Subject** | **Qualification/ Grade** | **Date awarded** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Qualifications currently being studied for

|  |  |  |
| --- | --- | --- |
| **Qualification/level** | **Issuing college/authority** | **Finishing date** |
|  |  |  |
|  |  |  |

### Personal statement

Please refer to the Person Specification and competencies where you will find the detailed requirements for this post. Please state how you feel you meet these criteria. This information will play a significant part in the short-listing process.

**The space below will automatically expand to accommodate the amount you wish to write and will continue on a new page at the appropriate time if necessary.**

|  |
| --- |
|  |

## REFERENCES

**This section is optional at the time of application. If we wish to offer you the position, then we will require two references. One of the referees must be your current or most recent relevant employer unless this is your first employment.**

|  |  |
| --- | --- |
| **Referee:**  **Name:**  **Address:**  **Telephone Number:**  **Email address:** | **Organisation:**  **Referee’s Job Title:** |
| **Referee:**  **Name:**  **Address:**  **Telephone Number:**  **Emailaddress:** | **Organisation:**  **Referee’s Job Title:**  **Capacity in which referee knows you:** |

## Declaration

To my knowledge the information above is correct. I understand that if I am appointed and this information is found to be inaccurate this may affect my continued employment with Cavernoma Alliance UK. You should type your name in the signature space for electronic transmission, and will be required to provide a properly signed paper copy if you accept the post.

|  |  |
| --- | --- |
| SIGNATURE | DATE |
|  |  |

**Please return this application form to David White (Honorary CEO):**

**david@cavernoma.org.uk**

**CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS:**

**12.00 Noon on 9th September 2022**

# INTERVIEWS WILL BE HELD in September 2022, either face-to-face or via Zoom.