

## Job Application Form

<b>Vacancy title:</b>	Operations Administration Assistant – Fixed Term appointment (initially 12 months)			
<b>Role location:</b>	Stody X	London	Manchester	Other
<b>Please tell us how you heard about this vacancy:</b>				

### 1. Personal details

**Last name:**  **First name:**

**Address:**


**Postcode:**

**Home telephone no.**  **Daytime contact no.**

**E-mail address:**

**National Insurance no.**

**Driving licence**

Yes  No

Do you hold a full, clean driving licence valid in the UK?

### 2. Education/Qualifications

School (11+)	Study dates	Qualification and grade	Date obtained

College/University	Study dates	Qualification and grade	Date obtained
Ongoing Professional Development	Study dates	Qualification and grade	Date obtained

### 3. Training / Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

Training course	Course details (including length of course/nature of training)

### Current Membership of any Professional Body/Organisation

Please give details:

#### 4. Employment history

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

##### Current or most recent employer

Name of Employer:

Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on leaving this post:

Contact name of line manager for reference (permission will be sort from you before contacting any references):

Brief description of duties:

##### Previous employer

Name of Employer:

Address:

<input type="text"/>
<input type="text"/>
<input type="text"/>

Postcode:

Position Held:

Date Started:

Leaving Date:

Reason for leaving:

Brief description of duties:

**Previous employer**

Name of Employer:

Address:

**Postcode:**

Position Held:

Date Started:

Leaving Date:

Reason for Leaving

Salary on  
leaving this post:

Contact Name of Line Manager for  
reference

Brief description of duties:

Continue on separate sheet if necessary

## 5. Information in support of your application

### **Skills, abilities and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

## 6. Convictions / disqualifications

To ensure the safety of our users a DBS check may be required for some roles. A criminal record will not necessarily be a bar to obtaining a position at Walking With The Wounded. If a check is returned and reveals any information, this will be discussed with the applicant. The Chief Executive will make a decision as to whether the offer of employment should be withdrawn.

### **Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986**

**We would draw your attention to the following statement:-**

“Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.

**Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

## 7. Reasonable Adjustments/Arrangements for Interview

**Please contact us if you need the application form in an alternative format.**

Are you subject to any conditions relating to your employment in this country?

**YES/NO**

If "yes" please use the space below to tell us what these are?

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

**Are you closely related or married to a staff or Board member of Walking With The Wounded** Yes/No

If yes, please state the name of the staff or Board member and nature of this relationship below:

**If appointed when could you start? Give period of notice if applicable**

### References

Please give the detail of **one further** references (the other should be your most recent employer as outlined above).

**Name of referee and relationship to you:**

**Address:**

<input type="text"/>	
<input type="text"/>	
<b>Postcode:</b>	<input type="text"/>
<b>Email:</b>	<b>Tel:</b>
<input type="text"/>	<input type="text"/>

### Declaration

#### Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I agree that Walking With The Wounded can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.**

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

**Signed:**

**Date:**

Charity: 1153497