

**APPLICATION FORM**

*Post applied for****:***

**Regional Manager**

**This form should be completed and emailed to arrive by 5pm on Monday, 14th June 2021 to:**

## [annie.howell@irisi.org](mailto:medina.johnson@irisi.org)

***Please complete all questions***

Last name:

First name(s):

Address for correspondence:

Post Code:

Telephone Numbers:

Email Address:

**Are you, or have you been known by any other name?**

If yes, please give details:

Applicants should refer to the accompanying job description and person specification when completing this form. Please do not send a CV or other supporting material. Please expand the tables below to provide the space you need.

**1. Work experience (paid and unpaid)**

Please begin with your most recent occupation (in chronological order).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **From / To** | **Employer** | **Key Tasks** | **Reason for**  **Leaving** |
|  |  |  |  |  |

**2. Education / Training / Qualifications (gained or being studied for)**

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University** | **Dates**  **From To** | **Qualifications** | **Date** |
|  |  |  |  |

**Relevant non-accredited courses attended:**

|  |  |  |
| --- | --- | --- |
| **Course** | **From To** | **Organisation** |
|  |  |  |

**3. Skills experience and knowledge**

Please use your experience, ability and skills to demonstrate how you meet each of the numbered items of the person specification for this role. Scoring will be based on your ability to explain these so make sure you select and describe actual examples, demonstrating how you can meet each. Please extend the space below to fit your responses.

**4. Referees**

We require two referees, one of whom should be your current or last employer, (if any). References will only be taken up after interview.

Name: Name:

Address: Address:

Tel: Tel:

Email: Email:

Occupation: Occupation:

Relationship to you: Relationship to you:

**How much sick leave have you had in the past two years?**

**Was this a usual or unusual level of sickness absence?**

### 5.Convictions

This post is exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the work of IRISi and is subject to an Enhanced DBS Check.

**Have you ever been formally cautioned or convicted of any criminal offence?**

***I certify that the information contained in this form is correct.***

Signed: Date:

Please indicate where you saw this vacancy:

Please email this form to the contact details on the front of this form

**Deadline: 5pm, 14th June 2021 Interviews via zoom: 22nd June 2021**