**TRAUMA FOUNDATION SOUTH WEST – APPLICATION FORM FOR HEAD OF OPERATIONS**

SALARY: £37,000 pro rata (0.5 FTE – 2.5 days per week) Initial fixed term 18 months

CLOSING DATE: May 21, 2021

Please complete this form fully using black ink or type and ensure that all sections are completed. Completed application forms should be sent to [**info@tfsw.co.uk**](mailto:info@tfsw.co.uk) or email if you have any questions.

Your application will be treated in confidence. Those involved in scoring applications against job criteria will not see your personal details or access needs.

We promote equality of opportunity and welcome applications from all communities and sections of society.

SECTION 1 – PERSONAL DETAILS

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| **Section 1 Personal details** |

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| **Last Name:** |  | **First Name:** |  |

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| **Address:** |  |
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| --- | --- |
| **Postcode:** |  |

Letters Numbers Letter

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| **Home Telephone No:** |  | **National Insurance No:** |  |  |  |  |  |  |  |  |  |

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| --- | --- |
| **Daytime Telephone No:** |  |

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| --- | --- |
| **Mobile Telephone No:** |  |

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| --- | --- |
| **E-mail address:** |  |

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| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | | | | | | **Yes** | |  | | **No** |  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** | | |  | | | | | | | | | |

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| **If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.** |

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| **Section 2 Present Employment** |
| **Present Employment** (If you are not currently in employment, please describe your current situation i.e. registered with JobCentre Plus, caring for relatives, raising family etc.) |

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| **Name of Employer:** |  |

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| **Address:** |  |
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| **Postcode:** |  |

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| **Post Title:** |  |

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| **Date of Appointment (MONTH / YEAR):** |  | **Salary:** |  |

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| **Brief description of duties:** | |
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| Continue on a separate sheet if necessary | |

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| **Period of Notice:** |  | **End Date (MONTH/YEAR)**  (if no longer employed)**:** |  |

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| **Reason for leaving**  (if no longer employed)**:** |  |
| **Section 3 Previous Employment** | | | |
| **Previous Employment** (most recent employer first). Please cover the last 5 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives. | | | |
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| **Name of Employer:** |  |

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| --- | --- | --- | --- |
| **Address:** |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | **End Date:** |  |

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| --- | --- |
| **Position Held:** |  |

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| --- | --- |
| **Summary of duties:** | |
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| **Reason for leaving:** |  |
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| **Name of Employer:** |  |

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| --- | --- | --- | --- |
| **Address:** |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | **End Date:** |  |

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| **Position Held:** |  |

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| **Summary of duties:** | |
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| **Reason for leaving:** |  |
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| **Name of Employer:** |  |

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| **Address:** |  | | |
|  | **Postcode** | | |
| **Start Date:** |  | **End Date:** |  |

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| **Position Held:** |  |

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| **Summary of duties:** | |
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| **Reason for leaving:** |  |
| Continue on a separate sheet if necessary. Please ensure that you have fully completed this section. | |

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|  | Continue on a separate sheet if necessary | |
| **Section 4 Education** | |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: | |

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| --- | --- | --- | --- |
| **College or University** | **Dates attended from and to** | **Course** | **Qualifications and grades obtained** |
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| **School** | **Dates attended from and to** | **Subjects** | **Qualifications and grades obtained** |
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| **Professional, Registered or Management Qualifications** |
| Please give details: |

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| **Professional/Registered/**  **Management Qualifications** | **Course Details** |
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| Continue on a separate sheet if necessary | |
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| **Section 5 Training and Development** |
| Please give details of any training and development courses or non-qualifications courses which support your  application. Include any on the job training as well as formal courses. |

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| **Title of Training Programme or Course** | **Duration of Course and date completed** |
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| Continue on a separate sheet if necessary | |

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| **Section 6 Personal Statement** |
| In support of your application, please detail any relevant skills, personal qualities, experience and values which you believe are relevant to the position you are applying taking into consideration the purpose of the role, thejob description, and person specification. |

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| Continue on a separate sheet if necessary |

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| **Section 7 Interview arrangements** |

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| **We intend to carry out the interviews using Zoom online conferencing. Do we need to make any specific arrangements in order for you to attend the interview?** | **Yes** |  | **No** |  |

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| **If yes, please give details:** |
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| **Section 8 References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

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| --- | --- | --- | --- |
| **Position (Job title):** |  | **Position (Job title):** |  |

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| **Work Relationship:** |  | **Work Relationship:** |  |

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| --- | --- | --- | --- |
| **Organisation:** |  | **Organisation:** |  |

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| **Address:** |  | | **Address:** |  | |
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|  | Postcode |  |  | Postcode |  |

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| --- | --- | --- | --- |
| **Telephone No:** |  | **Telephone No:** |  |

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| --- | --- | --- | --- |
| **E-mail:** |  | **E-mail:** |  |

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| Are you willing for this referee to be approached prior to the interview? | **Yes** |  | **No** |  | Are you willing for this referee to be approached prior to the interview? | **Yes** |  | **No** |  |