# Peacemakers logo small file

Application form

All information given on this form will be treated as confidential. Please complete in full. Please complete and return the Diversity Monitoring Form, this will be separated from the application form.

Please email the completed form to office@peacemakers.org.uk with the subject “Office Manager job application”.

Application for the position of **Office Manager**

Name………………………………………………………………………………………………………

Address……………………………………………………………………………………………………

Contact details…………………………………………………………………………………………..

If appointed when could you commence your employment? ………………..……………

## **Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Institution | Qualification | Subjects |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  | TO ADD MORE ENTRIES, CLICK RIGHT BUTTON > INSERT > INSERT ROWS BELOW |  |  |

## **rELEVANT Courses and training undertaken**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Provider | Duration | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TO ADD MORE ENTRIES, CLICK RIGHT BUTTON > INSERT > INSERT ROWS BELOW |  |  |  |

## **Employment history, including voluntary work**

(most recent first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From | To | Name and address of employer | Position held and duties | Salary | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | TO ADD MORE ENTRIES, CLICK RIGHT BUTTON > INSERT > INSERT ROWS BELOW |  |  |  |

## **Referees**

Please give the name and occupation of two persons for reference. One of these should be your existing/most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name |  | 2. Name |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| email |  | email |  |
| Occupation |  | Occupation |  |

## **Application Statement**

Please tell us why you have applied for this post and add any further information in support of your application. Please write evidence for ALL the essential criteria in the person specification. This is how we will decide who to interview.

Type here (up to two sides of A4)

*END OF STATEMENT*

## **Criminal convictions**

Do you have any unspent criminal convictions? Yes/No

Is there any reason why you should not work directly with children? Yes/No

How did you hear of this appointment?

…………………………………………………………………………………………………………………..

## **Personal declaration**

I declare that the information I have given on this form is true and complete.

I understand that any willful misstatement or omission renders my contract null and void if employed.

I also understand that appointment is subject to receipt of satisfactory references, and, if required, medical examination.

Signed……………………………………………………Date………………………………

**(A typed signature is acceptable)**