

Application Form –Charity Shop Assistant Manager

# Confidential

If you would like to apply for the role, please complete this form and return to:

Camden Mind Ventures Recruitment

Barnes House

9-15 Camden Road

London NW1 9LQ

or by email to [recruitment@mindincamden.org.uk](mailto:recruitment@mindincamden.org.uk)

Note: shortlisting will be based on the information you provide in this form, so please do not send a CV. Please also make sure that you write clearly in black ink or type.

Please tick here if you would like confirmation that we have received your form:

Closing Date: Monday 4th October 12.00 noon

Interview date: Tuesday 12th October

Would you be available for an interview on this date? Yes/No

Personal details (please use capital letters)

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Address & Postcode |  |
| Email address |  |
| Telephone numbers (home/mobile/work – ideally more than one) |  |
| When may we contact you by phone e.g. day/evening/anytime? |  |

employment HISTORY

#### A) Please give details of your current or most recent employment.

|  |  |  |
| --- | --- | --- |
| Name and address of employer: | Type of business: | |
| Your job title: | | |
| Your main duties and responsibilities: | | |
| Basic salary pa: | | |
| Dates of employment: | | Notice period required: |

#### B) Please give details of previous employment beginning with the most recent. You may use a continuation sheet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| your Job Title | Name and address of employer | Main duties | Dates employed | Reason for leaving |
|  |  |  |  |  |

|  |
| --- |
| Please explain any gaps in your employment history: |

TRAINING and Qualifications

Please give details of relevant training and qualifications obtained.

|  |  |
| --- | --- |
| Title of training programme/course  and brief description | Certificates/qualifications gained |
|  |  |

##### Professional Association Membership

|  |  |  |
| --- | --- | --- |
| Name of professional association | Year of membership | Grade/level |
|  |  |  |

statement

Please complete the sections below, explaining how your experience and skills relate to the person specification**. Forms not addressing the specification are unlikely to be shortlisted,**

|  |
| --- |
| **Knowledge (500 words maximum)** |
| **Experience (500 words maximum)** |
| **Skills and Abilities (500 words maximum)** |
| **Commitment (500 words maximum)** |
| **Is there anything else you would like to add in support of your application? (500 words maximum)** |

**REFERENCES**

Please give details of two people to whom we may apply for references. One referee must be your current (or most recent) employer and the other a previous employer. We would like your references to cover the last three years of employment. If you have not been in paid employment, your referee may be the head of an educational or training establishment and/or the manager of a voluntary group for which you have worked. Please do not use friends or relatives.Referees will not be contacted unless you are offered the post.

|  |  |  |
| --- | --- | --- |
|  | First Referee | Second Referee |
| Name |  |  |
| Capacity in which they know you |  |  |
| Job Title |  |  |
| Organisation |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |

Relatives

**Are you related to, or have friendships with, any of the trustees or staff employed by Camden Mind Ventures Ltd or by Mind in Camden?** Yes/No

**If yes, please state their name and your relationship with them:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

eligibility to work

|  |
| --- |
| **Do you require a UK work permit YES/NO**  **If yes, please give details:** |

|  |
| --- |
| Criminal Record Check  *The work will bring postholders into contact with vulnerable adults and we are required to undertake a criminal record check for all posts. This will only be done if you are offered the post.*  Have you had any criminal convictions? Yes/No  Have you had any convictions for abuse, or been the subject of any abuse enquiry or investigation? **Yes/No** |

Declaration

**I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or render me liable to dismissal without notice.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**