

# APPLICATION FOR EMPLOYMENT- RESOURCES MANAGER

Please use BLACK ink or type and complete all sections of the form.

Please don’t send us your CV as we won’t be able to consider it.

### 1. PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Initial | Surname: | | |
|  | | | |
| Address: | | | |
|  | | | |
| Postcode: | | | E-mail: |
|  | | | |
| Tel No (Home): | | Tel No (Mobile): | Tel No (Work): |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have the right to take up employment in the UK? | Yes | No | Unsure |

|  |  |
| --- | --- |
| If appointed, when could you take up the post? |  |

|  |  |
| --- | --- |
| Are you able to attend the interview date(s)? |  |
| Are there any reasonable adjustments or arrangements you need to be able to attend at interview (online)? |  |

### 2. EMPLOYMENT HISTORY (begin with most recent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Position | Employer | Reason for leaving | Salary |
|  |  |  |  |  |

### 3. EDUCATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Institution | Subject(s) studied | Name of Award |
|  |  |  |  |

### 4. MEMBERSHIP OF PROFESSIONAL BODIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name of Professional Body | Status of M’ship | Level of M’ship | Membership No. |
|  |  |  |  |  |

**5. YOUR EXPERIENCE, SKILLS AND QUALITIES**

Tell us about your experience, skills and qualities and how they fit with the Resources Manager post. Refer to the job description and person specification for guidance.

Please use examples from your work or study experience to support what you write. These should tell us what you did and the difference this made to the situation.

**Qualities**

|  |
| --- |
| Diplomatic and customer focussed. |
|  |
| Committed to minimum process. |
|  |
| Happy to work in a team. |
|  |
| Able to learn and develop. |
|  |

**Skills and experience**

|  |
| --- |
| Work confidently with numbers and financial information. |
|  |
| Use accountancy software. |
|  |
| Work effectively and diplomatically with customers and colleagues. |
|  |
| Provide financial or administrative support to a team. |
|  |
| Use standard MS Office suite (or equivalent.) |
|  |
| Set up and host online meetings (Zoom, Teams etc.) |
|  |

**Knowledge**

|  |
| --- |
| How not for profit (charity) organisations are run |
|  |
| Financial reporting |
|  |
| Administration processes |
|  |

If there is anything else you would like to say in support of your application please give details below:

|  |
| --- |
|  |

**7. REFERENCES**

Please give details of two referees. The first must be your present or most recent employer, or if you are just leaving education it should be a referee from the last place you studied.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Referee | | |  | Second Referee | |
| Name | | |  | Name | |
| Designation | | |  | Designation | |
| Address | | |  | Address | |
| Postcode | | |  | Postcode | |
| E-mail | | Tel No |  | E-mail | Tel No |
|  |

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**DATA PROTECTION ACT 1998**

Iriss will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process, and, if your application is successful, for the purpose of facilitating your employment with Iriss.  If your application is successful, Iriss may be required to share some of the information you provide with statutory bodies including the Department of Work and Pensions.

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year.

You have a right to access the information that Iriss holds on you.  If you would like to do this, please get in touch

### DECLARATION

I declare that the information on this Application for Employment is both accurate and truthful.

|  |  |
| --- | --- |
| Signature | Date |

*Please email your completed applications to* [*Dee.Fraser@iriss.org.uk*](mailto:Dee.Fraser@iriss.org.uk) *(Iriss CEO) by 9am on Monday 19th April, 2021.*

*Interviews will be held on Monday 29th April on Zoom.*

Please note that by submitting this form to us you are consenting to Iriss retaining your personal details on file for 6 months. After this time, unsuccessful candidate’s applications will be securely destroyed. Your details will only be used for the purposes of this recruitment. All details will be stored securely and in accordance with the General Data Protection Regulations. Please see our Privacy Policy for more details: [www.iriss.org.uk/privacy-policy](https://www.iriss.org.uk/privacy-policy).