

Application Form Operations Manager

Please complete all sections, sign and return this form, with a covering letter and any additional information, to Forres Area Community Trust, using the contact details provided at the end of this form

PERSONAL DETAILS

Full Name:

Address:

Email Address:

Telephone Number:

APPLICANT DETAILS

1. Education and Training; include any qualifications obtained and grades where relevant

2. Employment History; starting with current/most recent, include employer, job role and dates

3. Outline of Competencies - Skills, Abilities, Knowledge

Please indicate with specific examples how you meet each of the essential criteria listed on the person specification, with information on any of the desirable criteria which you also satisfy. If you currently satisfy only some of the essential criteria, please outline how you plan to obtain the required level of competency.

4. What are your reasons for applying for the post?

Please nominate two referees, one of which should be your present or most recent employer, who can comment on your competencies. We will only approach referees after interviews.

Name		Name	
Address		Address	
Tel.		Tel.	
Email		Email	
Job Title		Job Title	

Please tell us if you have any particular needs we should take into account when arranging interviews. The interview process will include a short presentation or task and questions from an interview panel.

Applicant's signature: _____ Date: _____

Please ensure that you have completed all the sections of the form and return with a covering letter to:

bea@forresarea.org

or post to:

Forres Area Community Trust
Forres Town Hall
High Street
Forres
IV36 1PB

Please mark the envelope or email "Confidential for Treasurer"

To arrive no later than Friday 6th of January 2023 at 12 noon

Phone: 01309 674388 Monday to Friday 10am to 12pm

Web: www.forresarea.org