



Ottery Help Scheme

The Station
 Mill Street, Ottery St Mary
 Devon, EX11 1AH

A Helping Hand When You Need It Most

01404 813041 Email: info@otteryhelpscheme.org.uk www.otteryhelpscheme.org.uk

APPLICATION FOR THE POST OF CHIEF OFFICER

This form should be printed, completed and sent to The Chairman at the above address by 29th January 2018

Title Surname First Names

Date of birth

Address

.....

Postcode Home phone

Mobile phone Work phone

May we call you on your mobile? Yes / No

May we call you at work? Yes / No

Please give details of two people (one of whom must be your current or most recent employer) who can comment on your suitability for this post and state in what capacity (eg, present employer) these people are known to you. Indicate whether you are willing for these referees to be contacted prior to interview.

Referee 1

Referee 2

Name

Name

In what capacity is this person known to you?

In what capacity is this person known to you?

.....

.....

Address

Address

.....

.....

Postcode Tel

Postcode Tel

May we approach at this stage? Yes / No

May we approach at this stage? Yes / No

Qualifications and Experience

The information you provide on this section of the form will be used for assessing you against the requirements for the post. Use additional sheets for any further information you cannot fit on the form.

Dates	Name of School, College etc	Qualifications

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Other training or qualifications

Present or most recent employment

Job Title Annual salary

Employer’s name and address

Date of appointment Reason for leaving

Date of leaving

Present or most recent employment Main Duties

Previous employment

Please work backwards. Breaks in employment since leaving full time education, eg, unemployment and travel, should be recorded.

Dates		Name and Address of Employer	Position held and duties	Reasons for leaving
From	To			

Other information

Are you able to work flexibly involving occasional weekends and evenings? Yes / No

Do you have access to an appropriate vehicle in order to travel in the area, visiting rural parishes? Yes / No

When would you be able to take up this post?

Where did you see this post advertised?

Supporting Statement

Please explain how your experience, knowledge and skills align with those listed in the person specification for this post. Explain why you are interested in this post and what you would be willing to bring to it, giving any other information which you feel is relevant to your application (including voluntary work experience, leisure activities etc). If you need to continue on a separate sheet, please ensure your name and address appears on it.

Supporting Statement

Declaration

I declare that the information I have given in this application is true and accurate. I understand that failure to provide such information may result in my not being accepted as a candidate for Chief Officer and that by supplying false information my position may be terminated immediately.

Signed..... Date