



Application form for **action 21** **General Manager**
for your local environment

Please note that CVs will not be accepted and you should use this application form. Continue on a separate sheet if necessary. Please return the form when completed to Belinda Pyke, Chair of the Action 21 Trustees, at chair@action21.co.uk no later than Friday 30 June 2023. Interviews will be held on 12 and 13 July and you will be contacted the week before if you are shortlisted.

Your details

Full Name	
Address	
Postcode	
Daytime Telephone	
Evening Telephone (optional)	
E-mail	

Educational/Professional Qualifications

Please give details of your education and professional qualifications, including any training you have received and membership of any professional bodies:

Qualification	Grade (if applicable)	Establishment	Date

Employment history

Present or Last Job

Job title	
Employer's Name	
Employer's Address	
Description of duties and responsibilities	
Pay	
Date Started	
Date Left (if applicable)	
Reason for Leaving	
Notice Required	

Previous employment (over the last 10 years)

Employer's name and address	Dates from & to	Job title and grade	Brief description of duties and responsibilities
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Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job, taking into account the job description and person specification. You may continue on a separate sheet if necessary.

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Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

We plan to hold interviews on 12 and 13 July. Are you unavailable for interview on either of these dates?

When can you start working for us?

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

References

Please give the names and contact details of two people who know you in a work situation. One must be your present or last employer.

Name	
Address	
Position	

Telephone	
E-mail	

Name	
Address	
Position	
Telephone	
E-mail	

References will normally be taken up prior to an interview. May we contact your current employer prior to interview? YES NO

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

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