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| Application for **Office Manager** | CLOSING: **Friday 26th August**  |
| Please complete & email to Catherine Turner cturner@freshwaterhabitats.org.uk | or send hard copy to:Catherine Turner,Freshwater Habitats Trust1st floor, Bury Knowle HouseNorth Place, Headington,Oxford, OX3 9HY |

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| **1 PERSONAL DETAILS** |
| **SURNAME**  |  |
| **FIRST NAMES** |  |
| **ADDRESS** |  |
| **POSTCODE** |  |
| **TELEPHONE - Daytime** |  |
| **TELEPHONE – Home/mobile** |  |
| **EMAIL** |  |

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| **2 PRESENT OR MOST RECENT EMPLOYMENT**  |
| **EMPLOYER’S NAME & ADDRESS** |  |
| **POST HELD** |  |
| **DATES OF JOINING & LEAVING** |  |
| **PERIOD OF NOTICE REQUIRED** |  |
| Please give a brief description of the duties and responsibilities you carry/carried out: |

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| **3 PREVIOUS EMPLOYMENT**  |
| **DATES****(From…To)** | **EMPLOYER NAME AND ADDRESS** | **Please give a brief description of the position, duties and responsibilities and your reason for leaving** |
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| **4 TRAINING, QUALIFICATIONS AND OTHER LEARNING**  |
| Please give details of your academic and professional qualifications, and any other qualifications you have gained, including specialist in-house training, short courses etc. and any course(s) you are currently undertaking.  |
| **BRIEF DESCRIPTION OF COURSE AND DETAILS OF AWARDING BODY**  | **DATES** |

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| **5 DRIVING LICENCE** |  |
| Do you have a full, current, driving licence? | **YES/NO** |
| Do you have a car that you can use for business? | **YES/NO** |

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| **6 CRIMINAL RECORD**  |
| **PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS (EXCEPTIONS) ORDER 1975 AND/OR (NORTHERN IRELAND) 1979** |

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| **7 REFERENCES**  |
| Please give details of two people, not related to you, who we may ask for references as to your suitability for the post. The first should be your current or most recent employer. The second should be someone able to comment on your work abilities.  |
| **NAME** |  |
| **POSITION** |  |
| **ADDRESS****POSTCODE** |  |
| **TELEPHONE** |  |
| **e-mail** |  |
| **May we contact this person before your interview?**  | **YES/NO** |
| **NAME** |  |
| **POSITION** |  |
| **ADDRESS****POSTCODE** |  |
| **TELEPHONE** |  |
| **e-mail** |  |
| **May we contact this person before your interview?**  | **YES/NO** |

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| **8 WORK PERMIT** |  |
| **Do you need a work permit to work in the UK?****(If yes please confirm that you have the legal right to work in the UK)**  | **YES/NO****YES/NO** |

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| **9 ADDITIONAL INFORMATION**  |
| Before completing this section, please read the enclosed outline Job Description and Person Specification carefully and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment and elsewhere. We would also like to know what you can bring to Freshwater Habitats Trust. |

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| **I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT**  |
| **SIGNATURE**  | **DATE** |

If you return this form by email, this will be taken as signing the document.

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| To help us monitor our recruitment advertising, please tell us where you saw this post advertised.  |