



MANCHESTER & CHESHIRE DOGS' HOMES APPLICATION FOR EMPLOYMENT

If you are successfully short listed in the first instance you will be invited to an interview to allow us to meet you and learn a bit about you. If you are successful at this stage you will be invited back to a second interview with members of the Homes Management Team and Committee members

Position Applied For: _____

Location and Department: Cheshire Dogs' Home

PERSONAL DETAILS

Surname		Forename(s)	
Title		NI number	
Address		Contact numbers	
Email			

Are there any restrictions on you taking up employment in the UK? YES NO

If yes, please specify _____

Do you hold a full current drivers license YES NO

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) YES NO

If yes, please specify _____

Do you have any particular requirements or require any adjustments in order for you to attend interview?

EMPLOYMENT DETAILS

Current / most recent Employers name and address	Dates worked (from – to)	Job Title	Salary and reason for leaving
<p>Please give a brief description of responsibilities and duties</p>			

PREVIOUS POSTS

Employers name and address	Dates worked (from – to)	Job Title	Main Duties	Salary and reason for leaving

EDUCATION AND TRAINING

Please give details of all examinations taken and qualification gained

Examination Taken (subject and level)	Grades

Please give details of any training undertaken relevant to the position for which you are applying

Place / Institution	Training undertaken

Please list any professional memberships that you hold or have held in the past

PERSONAL ASSESSMENT

VERBAL COMMUNICATION

You will need good verbal communication in order to deal with visitors to the Home and assist them in their visit

To enable us to assess how well you are able to do this, use the space provided to describe experiences where you have had to use your verbal communication skills to deal with people clearly and sensitively

WRITTEN COMMUNICATION

A good standard of literacy is essential in the role you are applying for, experience of making written notes and observations would be an advantage

Please tell us about an experience where you have had to make written notes and observations

TEAM PLAYER WHO CAN WORK INDEPENDENTLY

It is advantageous if you are able to work as a team player and unsupervised as required

Please tell us about an experience where you have had to work as part of a team and independently, describe your role, the situation and the outcome

TIME MANAGEMENT AND LEADERSHIP

Your role will require you to manage your time correctly throughout the day and to offer leadership to our volunteers

Please give an example of when you have displayed time management and leadership qualities, tell us about the situation, your actions and the outcome

REFEREES

Please give the names and addresses of 2 referees, one of whom must be your present or last employer. Where possible, these should be professional referees who have known you at work, school or college.

Should you be short listed for 2nd interview we will approach these referees in advance of the interview.

REFEREE 1	
NAME	
ADDRESS	
POST CODE	
EMAIL ADDRESS	
TELEPHONE	
RELATIONSHIP TO YOU	
REFEREE 2	
NAME	
ADDRESS	
POST CODE	
EMAIL ADDRESS	
TELEPHONE	
RELATIONSHIP TO YOU	

AVAILABILITY FOR INTERVIEW

Please give dates of when you are unable to attend an interview we cannot guarantee to avoid these dates but will try wherever possible

If you are successful at interview when would you be able to take up the post?

DECLARATION

I declare that details given on this application form are, to the best of my knowledge and belief true and complete. I understand that deliberately giving false statements or incomplete answers, canvassing of the staff of the Home or Trustees, would disqualify me from consideration or, in the event of an appointment, make me liable to dismissal.

I consent to the data contained on this form being processed in accordance with the Homes registration with the Information Commissioner and the Data Protection Act 1998

Signature _____ Date _____

Please return your completed application before the closing date to:

Manchester Dogs Home
Crofter's House
Moss Brook Road
Harpurhey
Manchester
M9 5PG

Email: secretary@dogshome.net

Please mark Private & Confidential