|  |  |  |
| --- | --- | --- |
| Position Applied for | Ancholme IDB Catchment Manager | Job Ref: ANC21-01 |

Personal and Contact Details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: | | Title:  Forenames:  Surname/Family name | | |
| Full Address including postcode: | |  | | |
| **Telephone numbers:** | | Mobile: Landline: | | |
| Email: | | (will be used for most correspondence) | | |
| **Skype:** | |  | | |
| Nationality | British | **Do you have the right to work in the UK and a current work permit or visa? (if so, provide details)** | |  |
| Driving Licence | Full |  | Driving Convictions | Details |
| Provisional |  |
| None |  |

Education and Academic Qualifications:

*(Please state institution attended and qualifications gained with grade)*

*Continue on a separate sheet if necessary*

|  |  |
| --- | --- |
| Name of Secondary School(s) | Qualification, Subject and Grade |
|  |  |
|  |  |
|  |  |
| Name of College(s) / University(ies) | Qualification, Subject and Grade (or expected grade) |
|  |  |
|  |  |
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Employment History: Key position(s) held and summary of duties/responsibilities:

*(Start with current / most recent employer) Continue on a separate sheet if necessary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position held | Dates | Summary of duties/responsibilities |
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Time not already accounted for:

|  |
| --- |
| Please give details of time not accounted for above (including unemployment) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Salary: |  | Other benefits of current employment package (e.g. pension) |  |
| Notice period: |  |

Professional Qualifications:

|  |  |
| --- | --- |
| Institution / Society | Grade of Membership |
|  |  |
|  |  |
|  |  |
|  |  |

Technology:

*Please list the software packages/programming languages, and your level of proficiency, that you are familiar with. Use the list provided in the table below as a guide and provide specific names of software packages used.*

|  | Beginner | Competent | Advanced |
| --- | --- | --- | --- |
| Word Processing |  |  |  |
| Spreadsheets and Databases |  |  |  |
| Geographic Information Systems |  |  |  |
| Other(s) |  |  |  |
|  |  |  |  |

Other Skills/Qualifications/Training Courses attended:

|  |  |  |
| --- | --- | --- |
| Description | Awarding Body | Years held |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Why did you apply for this role, and why do you think you are the best person for the job? | |
|  | |
| Any other information which may support your application (e.g. personal profile, membership of clubs/societies, hobbies and interests etc.)*.* | |
|  | |
| Please supply the names, contact numbers and email addresses of two referees. One must be your current or last employer &/or University Tutor (if applicable). Current employer will only be contacted if you are offered and accept a job with Ancholme IDB. | |
|  |  |

General Information:

|  |  |
| --- | --- |
| How did you find out about this vacancy? This information is for internal feedback use only and will not be disclosed to any third party. |  |

**Equal Opportunities:**

*Ancholme IDB is committed to the application of the Equality Act 2010 (UK*

**Disability:**

Do you consider yourself to have a disability or specific health condition that requires assistance?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please tick:* | Yes: |  | No: |  |
| *If you responded yes above; do you require any special arrangement or adjustment to help you attend an interview if you are successful at the sift stage? Please give details. Your answers will be treated confidentially and will not affect your application in any way.* | | | | |