


Staff application form

Office use only:		
Date received:	Contacted Y/N:	
Received by:	Date of interview:	Chester House, 2 nd Floor East 21-27 George Street Oxford OX1 2AU Tel: + 44 (0) 1865 423818 Fax: + 44 (0) 1865 204836 Email: training@humentum.org
Reviewed by:	Interviewers:	
Interview Y/N:		

PLEASE COMPLETE EACH SECTION IN FULL – **DO NOT REFER TO AN ATTACHED CV.** THANK YOU.

Job applied for:	Operations Coordinator (Open Training)
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PERSONAL INFORMATION

Family name:		First (Given) name:	
Contact address:			
Nationality:			
Contact telephone:			
Email:			

CAREER HISTORY

Employment history: Enter each post on a separate line with the most recent first ; insert extra rows if necessary.		
Dates:	Organisation:	Job title, location. <i>Please list: main responsibilities & achievements; reason for leaving</i>

EDUCATION:

School Qualifications:		
Dates:	School/college:	Qualification & results:

Post-school qualifications:		
Dates:	Institution:	Qualification & results:

Training courses attended: <i>Please include only those which are relevant to this application.</i>		
Dates:	Organisation:	Course:

COMPUTER SKILLS

Please describe which programs you have used that are relevant to this post:

SUMMARY OF SKILLS, EXPERIENCE AND MOTIVATION

Please give a 50-word factual profile of yourself:

Please give examples of how you meet the **Person Specification** for the post you are applying for.

Explain **why you want to apply for this opportunity with Humentum** at this stage in your career.

OTHER INFORMATION:

Do you have an <u>existing</u> right to live and work in the UK?	Yes/No
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REFERENCES:

Please give names of two people who can provide professional references for you, one of which should be your current or most recent employer. We will not contact the referee until we have made a job offer.

Name and address:		Name and address:	
Email:		Email:	
Telephone no.:		Telephone no.:	
Relationship to you:		Relationship to you:	

Declaration:

I declare that to the best of my knowledge the information given in this application form is true and complete. I agree that the information contained in this form may be kept by Humentum in computerised and paper form.

Signature:	
Date:	

*Please return this form by email to lesley-sheena.robbins@humentum.org by **midnight 30 October 2017**. Interviews are scheduled to take place at our Oxford offices the week of **13 November 2017**.*