**Application Form**

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| Post title | Head of Operations |
| Closing date | 17:00 (GMT) on Friday 2nd May 2025 |
| Applicant no. (office use) |  |

The decision to shortlist you will be based solely on the information you provide in this form. Please complete it in Word, save the file under the name provided adding your last name at the beginning e.g.

‘<<YOUR LAST NAME>> EES\_Head\_of\_Operations\_App’, and return the file to: [application@ees.ac.uk](mailto:application@ees.ac.uk)

Interviews for shortlisted candidates will be held on Zoom in the week commencing **Monday 12th May 2025**. The successful applicant would commence their role in June 2025, or as soon as possible thereafter.

Do not enclose a letter or CV with this form as it will not be considered by the shortlisting panel.

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| **Candidate’s Name** |  |

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| **Personal Details** | | | | | |
| Address | | |  | | |
| Postcode | | |  | | |
| Telephone (home) | | |  | | |
| Telephone (mobile) | | |  | | |
| Email address | | |  | | |
| National insurance number | | |  | | |
| Asylum and immigration legislation | | Are you a UK citizen?  Or  Do you currently have the right to live and work in the UK? | | | Choose and item  Choose and item |
| Disability | Do you consider yourself to have a disability? | | | Choose and item  (If ‘yes’ please write in) | |
| Criminal record | Do you have a criminal record? | | | Choose and item  If ‘yes’ please give details of any criminal convictions you have had, excluding any “spent” under the Rehabilitation of Offenders Act 1974: | |

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| **Employment Details (if a student, list here temporary roles)** | | | | | |
| Current / most recent employment | Job Title | |  | | |
| Name and address of employer | |  | | |
| Date appointed | | Click here to enter a date. | | |
| Date left (if applicable) | | Click here to enter a date. | | |
| Brief description of duties | |  | | |
| Employment history | Please give a summary of all other employment, including voluntary / unpaid work or work at home | | | | |
| Period of employment (DD/MM/YY) | | | Name of employer / organisation | Job title, brief description of work undertaken |
| From | To | |
|  |  | |  |  |
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| **Qualifications / Training** | | | | | | | | |
| Current / most recent course of study | Course title | | | |  | | | |
| Name and address of academic institution | | | |  | | | |
| Date you will complete course | | | | Click here to enter a date. | | | |
| Brief description of any relevant course options | | | |  | | | |
| Previous qualifications gained | | | Qualification | | | | Awarding institution | Date |
| **References** | | | | | | | | |
| Please note that if a provisional offer employment is made to you, we will take up references at the same time and that, in completing this section, you are giving express consent for the EES to seek references from your nominated referees. | | Please give the name(s) in the spaces provided of the persons most able to confirm your suitability for the post. They should be people with whom you have worked in the last three years and must be someone holding line-management responsibility for you or an HR manager within a relevant organisation. Normally only one referee per organisation should be provided. | | | | | | |
| 1 | | Name | |  | | |
| Job Title | |  | | |
| Company | |  | | |
| Address | |  | | |
| Relationship | |  | | |
| Email | |  | | |
| Contact number | |  | | |
| 2 | | Name | |  | | |
| Job Title | |  | | |
| Company | |  | | |
| Address | |  | | |
| Relationship | |  | | |
| Email | |  | | |
| Contact number | |  | | |

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| **Personal Statement** |
| Please use this section to demonstrate how you meet the requirements of the Job Description and Person Specification. Give as much information as necessary to provide evidence that you possess the relevant skills, experience and knowledge. This evidence can be derived from current and past education, employment, voluntary work, leisure interests or any other activities that you consider relevant to this position.  The form field in this section should only be used for a maximum of one page. Please use additional sheets if necessary. Your statement should not exceed 500 words in length. |

It is our normal practice to keep applicant details on computer file in connection with recruitment for this post and for monitoring and statistical purposes. Signing this application or e-mailing us a completed form will be taken as confirmation that you consent to our keeping your details as stated.

**Declaration**: Please read this section after you have completed all parts of the form.

I certify to the best of my knowledge that the information given on this form is correct. I understand that giving incomplete information would disqualify me from appointment, or in the event of discovery after appointment, make me liable for dismissal.

**Signed**:

An electronic signature is acceptable, but you may be asked to sign a hard copy, if short-listed for the post.

Please ensure that you return your completed application form by 17:00 (GMT) on Friday 2nd May 2025 to [application@ees.ac.uk](mailto:application@ees.ac.uk) quoting ‘EES Head of Operations’ in the subject line.