

**Application Form – General Manager**

Please return your application form by email to [recruitment@upswing.org.uk](mailto:recruitment@upswing.org.uk) stating ‘General Manager’ in the subject line.

Please get in touch if you need to submit your application in another format (i.e. video) for accessibility reasons, by emailing [sarah@upswing.org.uk](mailto:sarah@upswing.org.uk)

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| --- | --- | --- |
| 1. **Personal Details** | | |
| **Surname:** | | **First name(s):** |
| **Address:** | | **Telephone Numbers:**  Home:  Work:  Mobile: |
| **E-mail address:** | | |
| **Do you have the right to work in the UK?**  YesNo | | |
| 1. **Current/ Most recent employment** | | |
| **Employer:** |  | |
| **Position:** |  | |
| **Start Date:** |  | |
| **End date:**  *Leave blank if currently still employed* |  | |
| **Notice Period:** |  | |
| **Reason for leaving/seeking alternative employment:** |  | |
| **Briefly describe the main aspects of your current role:** | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Additional employment history** | | | | | |
| **Employer:** |  | | | | |
| **Position:** |  | | | | |
| **Start Date:** |  | | | | |
| **End date:**  *Leave blank if currently still employed* |  | | | | |
| **Briefly describe the main aspects of the role:** | | | | | |
| **Employer:** | |  | | | |
| **Position:** | |  | | | |
| **Start Date:** | |  | | | |
| **End date:**  *Leave blank if currently still employed* | |  | | | |
| **Briefly describe the main aspects of the role:** | | | | | |
| **Employer:** | | |  | | | |
| **Position:** | | |  | | | |
| **Start Date:** | | |  | | | |
| **End date:**  *Leave blank if currently still employed* | | |  | | | |
| **Briefly describe the main aspects of the role:** | | | | | | |
| 1. **Please outline how your skills and experience meet the criteria for the post**   *Use this section to tell us how you feel you meet the requirements of the job profile.*  *Provide as much information as necessary to demonstrate the skills, experience and knowledge you have gained. This could include voluntary work, interests and any other activities that you consider relevant to this position.*  *Please restrict your answer to a maximum of 1.5 sides of A4.* | | | | | |
|  | | | | | |
| 1. **Qualifications**   *Please enter any relevant qualifications, stating type, subject and grade* | | | | | |
| College, University, Course or Training Establishment attended | | | | Qualifications or course details | Dates to and from |
|  | | | |  |  |
| **5. Source of Application** | | | | | |
| Where did you hear about this vacancy? *(please specify)* | | | |  | |
| 1. **Additional Requirements**   *Upswing is an equal opportunities employer, committed to building a diverse workforce and welcomes applications from all individuals* | | | | | |
| **Do you have any access requirements?**  YesNo | | | | | |
| Interviews will take place on Zoom. Please indicate any access needs you may have during the interview: | | | |  | |
| **7. References –** *one must be your current or most recent employer* | | | | | |
| **Referee 1**  Name:  Job title:  Address:  Email:  Telephone Number:  Relationship to applicant: | | | | | |
| **Referee 2**  Name:  Job title:  Address:  Email:  Telephone Number:  Relationship to applicant: | | | | | |
| **8. Criminal convictions** | | | | | |
| **Do you have any criminal convictions?**  Yes  No | | | | **If yes, please detail offence(s) including date(s) and sentence(s)** | |
| **9. Declaration** | | | | | |
| By submitting this application, I confirm that the information given in this application is, to the best of my knowledge, correct. I understand that any offer is subject to receipt of satisfactory references. I fully understand that if subsequently any information given is found to be false or misleading, the company reserves the right to withdraw its offer of employment or cancel any agreement made. I understand that if this is discovered at a later date, I may be dismissed.  **I have read and accept the conditions above**  YesNo | | | | | |