|  |
| --- |
| **Post Applying For:**  **BUILDING DUTY MANAGER** |
| Please complete all relevant parts of this form clearly in type or dark ink and use additional sheets if necessary. Do not write on the reverse of any page.  Please send completed applications by no later than: **midday on Monday 28th June**  **All applications should be submitted via our website:** <https://hr.breathehr.com/v/building-duty-manager-16946>  Applications received after **midday** on the deadline date will not be accepted.  **When submitting your application form via our website, please ensure your full name is part of the file name of the document you upload.** |
| Access requirements for the application process  We want to make this application process as accessible as possible and supply large print applications packs and forms. We will also accept supporting statements in a video format. Please see the supporting statement section for more details.  If you have any specific requirements or would like to discuss any aspect of the role in confidence please contact [recruitment@stratfordeast.com](mailto:recruitment@stratfordeast.com) |

|  |
| --- |
| **A. Name** |
| Full name: |

|  |
| --- |
| **B. Employment** |
| **Present or most recent employment**  If you have more than one job, please list one here, and put other roles in the section below  Name of Employer:  Address of Employer:  Nature of business:  Post held:  Date started: Date finished (if applicable):  Salary or Fee:  Notice required:  Brief description of duties: |
| **Previous employment (please list most recent first). Please note we do not accept CVs** |

|  |
| --- |
| **C. Education, Training, Qualifications and/or other relevant experience**  Please include any voluntary work relevant to this position |
|  |

|  |
| --- |
| **D. Other Interests/Hobbies** |
|  |

|  |
| --- |
| **E. Recruitment needs**  Any information you provide here will not form part of the shortlisting process. |
| **Is there anything you need us to do to make this recruitment process easier (eg interpreters, information in different formats etc). This includes anything you might need should you get called for interview.** |

|  |
| --- |
| **F. Work Permit** |
| Do you require a work permit? (YES/NO)  Staff who require permission to work in the United Kingdom will be required to submit the appropriate proof. Documentary evidence should not be sent with application forms but candidates will be advised if and when it is required. Failure to submit documentary evidence when requested will result in delay in appointment. |

|  |
| --- |
| **G. Supporting Statement** |
| **Your statement**  In your supporting statement please talk about why you want this role and demonstrate how you specifically meet the personal specification – giving specific examples as appropriate.  Your supporting statement should no longer than 2 pages long.  We appreciate that some candidates will have needs which mean that it is preferable for them to submit a recorded supporting statement, rather than a written statement. Recorded statements should be:   * No longer than 5 minutes long, unless longer is needed to meet your access needs * We welcome applications videos in BSL. |
| **If you choose to submit a recorded statement, please indicate below:**  I have emailed my recorded statement to recruitment@stratfordeast.com  My recorded statement can be found online.  Please paste the link to the statement here: |
| **Written Statement:** |

|  |
| --- |
| **Statement** |
| I agree that the above information is correct  Signature**:**  Date: |

End of document.