



EARLEY CRESCENT RESOURCE CENTRE

Warbler Drive, Earley
Reading RG6 4HB
Tel. 0118 921 0555
earleycrescent@btconnect.com

Application form

Please do not send CVs with application

Application for **Office Manager**

Your details

Name:	
Address:	
Postcode:	
Phone:	
Email:	

Education and training

Please give details:

School/College/University	Qualifications gained	Dates



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Employment history

Please give details in the space provided below in reverse chronological order, i.e. starting with your present or most recent employer:

Name and address of Employer	From	To	Nature of Employment

Please describe below your current (or most recent) duties and responsibilities.

Period of notice required. [Click here to enter text.](#)

Do you hold a current driving licence? Yes / No



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Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

Where did you hear about this job?

[Click here to enter text.](#)

Criminal Offences

Have you ever been convicted of a criminal offence YES/NO?

If yes, please give details. (If you have been so convicted, you are advised before answering to refer to the Rehabilitation of Offenders Act 1974, as amended).



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References

If shortlisted, you should be able to provide the name, address, phone number and email of two referees, one of whom should, if possible, be a recent employer. Both should be able to comment authoritatively on the competence and experience of the applicant in relation to this appointment, i.e. character references are not on their own sufficient.

Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Crescent Centre will treat all personal information with the utmost confidentiality and in line with current data protection legislation (GDPR).

Should you be successful in your application the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Crescent Community Association being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period.

Name:

Signature:

Date: