



**The Conservators of Ashdown Forest
The Ashdown Forest Centre
Wych Cross
Forest Row
EAST SUSSEX RH18 5JP**

Phone: 01342 823583

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Director: Mrs Pat Buesnel / Clerk: Mrs Kirsty Dirs

APPLICATION FORM:

FOREST CENTRE OFFICE MANAGER/BUSINESS DEVELOPMENT MANAGER

The Board of Conservators is an equal opportunities employer and welcomes applications from all sections of the community.

Personal Information	
Surname:	
Forenames:	
Title (Mr, Mrs, Miss etc):	
Previous names (if any):	
Postal address :	
Email address:	
Daytime telephone number:	
Home telephone number:	

References

Please provide two references. One must be your present or last employer (where applicable) and the other, a second employer. If you have not been employed previously, please provide an academic and character reference. Neither referee should be a relative or family friend.

Please tell us in what capacity do you know them?

Are you happy for us to approach your referees now?

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Do you have the right to take up employment in the UK?	YES NO

Present/Most Recent Employment	
Job Title:	
Name and address of employer:	
Employed from/to:	
Notice required:	
Briefly describe your present or last job; its main purpose and your responsibilities.	
Reason for leaving:	

Previous Employment	
Please list in chronological order for the past 10 years (most recent first). Include permanent and temporary work and work experience.	
Job Title:	
Name and address of employer: (including business)	
Employed from/to:	
Position:	
Reason for leaving:	

Job Title:	
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Position:	
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Name and address of employer: (including business)	
Employed from/to:	
Position:	
Reason for leaving:	

Post Graduate Study or any other professional qualifications	
Establishments:	Qualification(s) gained:

Other Training	
Please list any training relevant to the post applied for.	

Course Title(s):	
Organisation(s):	
From/to:	

General Education	
From degree level to A or equivalent(s) in chronological order	
Establishments:	Qualification(s) gained:

Membership of Professional Institutes	
Institute(s):	
Level of membership(s):	
Year of Award(s):	

Other information related to Education / Training

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.

Selection Criteria - Outlined below are the elements of the Person Specification that will be used by the short-listing panel to determine which applicants are invited to the next stage of the recruitment process. Referring to the Person Specification, please state clearly and succinctly how you believe you meet the criteria for each numbered requirement in turn under the headings, paying particular attention to the areas marked 'Essential'.

Knowledge:

Intellect:

Interpersonal and Communication Skills:

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Previous Experience:

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Driving Licence		
Do you hold a current Driving Licence?	YES	NO
If YES, please state the type of licence held:		
Do you have any current endorsements?	YES	NO
If YES, please specify:		
If you are disabled, please give details of any special arrangements you would require to enable you to attend the interview?		

If you are successful, when could you take up your post?

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information my application will be disqualified or, if I have already been appointed, I may be dismissed. I hereby consent to the Conservator of Ashdown Forest processing the information supplied on this application form for the purposes of recruitment and selection.

Signed:..... **Date:**.....