Position for which you are applying: Human Resources Manager

**PERSONAL INFORMATION**

Name:

Address:

Phone Numbers:

Email Address:

Date Application Submitted:

**CURRENT POSITION** (please respond to each item)

Present Title:

Employer:

Employer Address:

Length of Present Contract:

**EDUCATIONAL BACKGROUND:** Please list the schools, colleges or universities you have attended and the qualifications received. List them in order beginning with the most recent:

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| --- | --- | --- | --- |
| **Institute** | **Course** | **Dates** | **Grades Achieved** |
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**WORK EXPERIENCE:** Please list in chronological order, accounting for any gaps.

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| --- | --- | --- |
| **Employer** | **Job Title** | **Dates Employed** |
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**OTHER RELEVANT EMPLOYMENT OR EXPERIENCE:**

**REFERENCES:**

Please provide 2 references. One reference should be from your current or most recent employer. The second reference should be from someone who is familiar with your professional work. Neither referees should be related to you. Give full contact details for each person. We will make no contact unless you are offered the post.

|  |  |
| --- | --- |
| **Name of Referee** | **Contact Details including email address** |
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FURTHER INFORMATION:

Please respond to each of the following questions. Use a separate sheet of paper if necessary.

1. Why do you want to work at Breakthrough?

2. What experience do you have specific to the position you are applying for and how would you use that experience at Breakthrough?

3. What skills and attributes would you bring to the role that ensures the creation and upholding of the culture of a ‘functioning family’ organisation, whilst ensuring fairness and impartiality to employment law policies.

**APPLICATION INFORMATION:**

Please send the following electronically to [recruitment@tborg.org](mailto:phil.reynolds@tborg.org) by the closing date, stating ‘HR Manager’ in the email subject line:

* Completed application form
* Full CV
* Covering letter which needs to address the key criteria as detailed in the Essential Person Specification, HR Manager portfolio and job description

Please make us aware of any adjustments or further assistance you may require for the interview process

BREAKTHROUGH IS AN EQUAL OPPORTUNITY EMPLOYER. THE ORGANISATION DOES NOT DISCRIMINATE BASED ON GENDER, RACE, NATIONAL ORIGIN, RELIGION, CREED, AGE, MARITAL STATUS, SEXUAL ORIENTATION, OR DISABILITY.

**Criminal Record Declaration**

This form must be completed by all applicants. The information disclosed on this form will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any convictions, cautions, reprimands and final warnings that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

It is important that applicants understand that failure to disclose all convictions, cautions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Forename:** |  |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes 🞐 No 🞐  If you have answered yes, you now have **two** options on how to disclose your criminal record.  **Option 1:** Please provide details of your criminal record in the space below.  **Option 2**: You can disclose your record under a separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked **CONFIDENTIAL** and state your name and the details of the post.  I have attached details of my conviction separately\_\_\_\_\_ (Please mark with an X if appropriate.) | | | |
| **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Breakthrough Transformation Trust.  Signed: Date: | | | |