

# MANCHESTER & CHESHIRE DOGS' HOME

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## APPLICATION FORM

Manchester and Cheshire Dogs' Homes operate a 2 stage interview process.

Successful short listing from the 1<sup>st</sup> interview stage will result in a second interview with members of the Homes Management team and Committee members

Position Applied For: \_\_\_\_\_

### PERSONAL DETAILS

<b>Title</b>	
<b>Surname</b>	
<b>Forename(s)</b>	
<b>Title</b>	
<b>Address</b>	
<b>NI Number</b>	
<b>Contact Numbers</b>	
<b>Email</b>	

Are there any restrictions on you taking up employment in the UK?  YES  NO

If yes, please specify \_\_\_\_\_

Do you hold a full current drivers license  YES  NO



Do you have any unspent criminal convictions, police cautions, reprimands or warnings or do you have any cases pending against you?  YES  NO

If yes, please specify \_\_\_\_\_

Do you consider yourself to be a disabled person?  YES  NO

If yes, do you have any particular requirements or require any adjustments in order for you to attend interview?

\_\_\_\_\_

**EMPLOYMENT DETAILS**

<b>Current / most recent Employers name and address</b>			
<b>Dates worked</b>			
<b>From</b>		<b>To</b>	
<b>Job Title</b>			
<b>Salary</b>			
<b>Reason for leaving</b>			
<b>Please give a brief description of responsibilities and duties</b>			

**PREVIOUS POSTS**

Employers name and address	Dates worked		Job Title
	from	to	
<b>Main Duties</b>			<b>Salary and reason for leaving</b>

Employers name and address	Dates worked		Job Title
	from	to	
<b>Main Duties</b>			<b>Salary and reason for leaving</b>

Employers name and address	Dates worked		Job Title
	from	to	
<b>Main Duties</b>			<b>Salary and reason for leaving</b>

**EDUCATION AND TRAINING**

Please give details of all examinations taken and qualification gained

<b>Examination Taken (subject and level)</b>	<b>Grades</b>

Please give details of any training undertaken relevant to the position you are applying for

<b>Place / Institution</b>	<b>Training undertaken</b>

Please list any professional memberships that you hold or have held in the past


**PERSONAL ASSESSMENT**

**VERBAL COMMUNICATION**

You will need good verbal communication in order to deal with visitors to the Home and assist them in their visit

*To enable us to assess how well you are able to do this, use the space provided to describe experiences where you have had to use your verbal communication skills to deal with people in clearly and sensitively*

**WRITTEN COMMUNICATION**

A good standard of literacy is essential in the role you are applying for, experience of making written notes and observations would be an advantage

*Please tell us about your experience of making written notes and observations*

**TEAM PLAYER WHO CAN WORK INDEPENDENTLY**

It is advantageous if you are able to work as a team player and unsupervised as required  
*Please tell us about experiences where you have had to work as part of a team and independently, describe your role, the situation and the outcome*

**CONFLICT MANAGEMENT**

You may encounter some conflict with clientele who are emotionally distressed over their pet going missing  
*Please explain a situation where you have had to manage conflict in the past and the outcome*

**TIME MANAGEMENT AND LEADERSHIP**

Your role will require you to manage your time correctly throughout the day and to offer leadership to our volunteers

*Please give an example of when you have displayed time management and leadership qualities, tell us about the situation, your actions and the outcome*

## REFEREES

Please give the names and addresses of 2 referees, one of whom must be your present or last employer. Where possible, these should be professional referees who have known you at work, school or college. **Should you be short listed for 1<sup>st</sup> interview we will approach these referees in advance of the interview.**

REFEREE 1	
NAME	
ADDRESS	
POST CODE	
EMAIL ADDRESS	
TELEPHONE	
RELATIONSHIP TO YOU	
REFEREE 2	
NAME	
ADDRESS	
POST CODE	
EMAIL ADDRESS	
TELEPHONE	
RELATIONSHIP TO YOU	

## AVAILABILITY FOR INTERVIEW

Please give dates of when you are unable to attend an interview, we cannot guarantee to avoid these dates but will try wherever possible

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If you are successful at interview when would you be able to take up the post?

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**DECLARATION**

I declare that details given on this application form are, to the best of my knowledge and belief true and complete. I understand that deliberately giving false statements or incomplete answers, canvassing of the staff of the Home or Trustees, would disqualify me from consideration or, in the event of an appointment, make me liable to dismissal.

I consent to the data contained on this form being processed in accordance with the Homes registration with the Information Commissioner and the Data Protection Act 1998

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed application before the closing date to:

Manchester Dogs' Home  
Crofters House  
Moss Brook road  
Manchester  
M9 5PG