 Supported by 

**Application Form:**

**OPERATIONS & ADMINISTRATION INTERN**

Please write clearly, complete all sections and return along with your CV and Equal Opps form to intern@regenerateuk.co.uk before 10am, August 9th 2019

**Personal Details**

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Information**

Employment to date (please give details of your most recent 3 employers)

|  |  |  |
| --- | --- | --- |
| **Employer and position** | **Description of duties** | **Date and reason for leaving** |
|  |  |  |
|  |  |  |
|  |  |  |

Education/Qualifications (please give any details of your education that you consider relevant)

|  |  |  |
| --- | --- | --- |
| School/College/University | Subjects | Grades |
|  |  |  |
|  |  |  |
|  |  |  |

**Suitability for the position**

The interview panel will shortlist for interview using the person specification, which is attached to the job description. Please clearly state how you meet each of the criteria outlined on the person specification.

|  |
| --- |
|  |

**Reasons for applying for the post**

Please tell us why you have applied for the post and why you wish to work for Regenerate. Please provide any further information, which may be relevant to your application.

|  |
| --- |
|  |

**Rehabilitation of Offenders Act 1974:**

Do you have any unspent convictions/cautions? YES/NO

If yes, please ask for a self-declaration form. Please note that a conviction will not necessarily exclude you from working with Regenerate.

**References**

Please give details of two referees (employer, tutor, or someone who knows you well but should not be a relative, at least one being a current or former employer)

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration**

I confirm the information on this form is correct. I authorise Regenerate to obtain references to support this application and accept and release Regenerate and referees from liability caused by giving and receiving information.

In accordance with the 1998 Data Protection Act, I agree that Regenerate may hold and use my personal information about me for reasons relating to employment opportunities for 6 months. This information, including that contained in this form can be stored on both manual or computer files. It will be held securely and only accessed by authorised personnel.

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