

Operations Manager - Application Form

This online application must be submitted by 0900 on Tuesday 3rd August 2021.

IMPORTANT

This online application can only be completed in full, at one point in time. It is not possible to save and return to it later.

You may wish to download the list of questions listed in the PDF form from www.canoescotland.org in order to draft your responses offline, prior to completing this online form.

***Required**

Contact Details

This section will not be visible during the shortlisting stage.

1. Full Name *

2. Address *

3. Phone Number(s) *

4. Email address *

5. Are you aware of any medical condition that could affect your performance at work? *

Mark only one oval.

☐ Yes

☐ No

☐ Other: _____

6. Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (Enter 'none' if none apply) *

7. Do you have any restrictions of work pattern or flexible working (to be discussed at interview? (Enter 'none' if none apply) *

8. If appointed, when could you start work? *

Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Current / Most Recent Employment

9. Name of current/most recent employer *

10. Name of employer, Job title, Key achievements and dates of employment *

Previous Employment 1 (include name of employer, location, job title achievements, start and end dates)

11. Name of employer, Job title, Key achievements and dates of employment

Previous Employment 2 (include name of employer, location, job title achievements, start and end dates)

12. Name of employer, Job title, Key achievements and dates of employment

Previous Employment 3 (include name of employer, location, job title achievements, start and end dates)

13. Name of employer, Job title, Key achievements and dates of employment

Previous Employment 4 (include name of employer, location, job title achievements, start and end dates)

14. Name of employer, Job title, Key achievements and dates of employment

Previous Employment 5 (include name of employer, location, job title achievements, start and end dates)

15. Name of employer, Job title, Key achievements and dates of employment

Previous Employment 6 (include name of employer, location, job title achievements, start and end dates)

16. Name of employer, Job title, Key achievements and dates of employment

Previous Employment 7 (include name of employer, location, job title achievements, start and end dates)

17. Name of employer, Job title, Key achievements and dates of employment

Education and Qualifications

18. Please provide details of institute or professional body, qualifications in full and indicate attainment level

Personal Development

19. Personal Development (include any courses, memberships, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

Competencies

Please provide details of relevant experience against the categories in the person specification document, to demonstrate your experience, knowledge, skills and personal qualities in each area. Please include any information you feel is relevant, either work related or personal.
This information will be used to compile the shortlist for interviewing.

20. Qualifications and Attainments

21. Work and Other Experience

22. Skills

23. Personal Qualities

Referees

Please indicate two people who can provide references – one of whom should be your present or most recent employer. We will not contact these people until a conditional offer of employment has been made.

24. Referee 1 *

25. Referee 2 *

Declaration

26. I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. *

Tick all that apply.

☐ I agree

Data Processing

Your data will be managed in accordance with the SCA Privacy Notice

<https://canoescotland.org/privacy-policy>

Equality Monitoring

The Scottish Canoe Association is committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited, regardless of their race, colour, nationality, ethnic or national origins, gender, marital status, sexual orientation, religion or beliefs, age, disability or caring responsibilities. Please help us monitor the implementation of this policy by completing our monitoring form. Your answers will not identify you as it is recorded separately. It will not be seen by the panel which shortlists or interviews for the job.

<https://goo.gl/forms/sQdIYy2DHN50u8zv2>

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