**Job Application: General Manager (Maternity Cover)**

**Part 1: Personal Details**

|  |  |
| --- | --- |
| Title |  |
| First name |  |
| Last name |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Daytime telephone number |  |
| Evening telephone number |  |
| How did you hear about this job? |  |

|  |  |  |
| --- | --- | --- |
| **Part 2: Education and qualifications**  Please continue on an additional page if necessary. | | |
| Dates from/to | Educational Establishment | Name of course/qualifications gained and grades |
|  |  |  |

**Part 3: Other professional qualifications**

Please continue on an additional page if necessary.

|  |  |  |
| --- | --- | --- |
| Dates  from/to | Educational Establishment | Name of course/qualifications gained and grades |
|  |  |  |

## Part 4: Previous Employment

Please briefly describe all previous appointments starting with the most recent. You may include both paid and unpaid positions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name  and address | Dates  from/to | Job title | Weekly  hours | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |

## Part 5: Additional Information/Supporting Statement

Please explain why you think you would be suitable for this position and describe how you fit the criteria outlined in the person specification. You may also supply any information you feel will support your application. You may include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for.

You may continue on a separate sheet if required.