**Office Manager Application Form**

*The Colour Works Foundation has a commitment to keep all the young people and vulnerable adults we work with safe from harm, we follow a safer recruitment practice to ensure all our staff and volunteers are of the highest standard. Please complete this application form in conjunction with reading the role description.*

|  |  |
| --- | --- |
| *Surname* |  |
| *First Names* |  |
| *Any Previous Names* |  |
| *Telephone Number* |  |
| *Email Address* |  |
| *Current Address* |  |
|  |  |
|  |  |
| *Previous address*  *(within the last 5 years)* |  |
| *Employment History*  *(within the last 5 years)* | *Job Title:*  *Date of Employment (from / to):*  *Job Title:*  *Date of Employment (from / to):* |
| *Qualifications* |  |
| *Why would you like to work for The Colour Works Foundation* |  |
| *Please describe your previous office management / administrative experience* |  |
| *This role involves lone working and may involve home working. Please give information about your experience of these working arrangements* |  |
| *Give an example of where you have had to handle multiple activities and how you have prioritised.* |  |
| *This role will need to manage confidential and sensitive documents in line with data protection requirements.*  *What experience do you have of various filing systems (electronic and paper based)* |  |
| *Please provide names and addresses for two references, professional and personal (not a family member)* | *Referee 1*  *Full Name:*  *Email Address:*  *Referee 2*  *Full Name:*  *Email Address:* |