

Senior Operations Manager application form

- Please note this is a shared document for all applicants to view only. If you would like to edit your answers before applying you will need to download the form in your preferred format. You can do this through the File menu.
- We will only consider applications made through [the application form](#). If you need any assistance with your application please contact us on hello@thesocialchangeagency.org

Confidential Information

In line with our Equality and Diversity policy, the following information will not be shared with the Recruiting Manager(s) during the initial shortlisting. After shortlisting some of the information below will be provided as necessary.

First Name

Surname

Email

Phone Number

Home Address

Supplementary Information		
Do you have the unrestricted right to work in the UK?	Yes	No
How did you first hear about this job?		
Would you like us to keep your information on file and be considered for any future job opportunities?		

Education and/or relevant qualifications
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Name of Institution	Subjects Studied	Grades Attained	Dates (from - to)

References		
	Referee 1 (current employer if applicable)	Referee 2
Name:		
Organisation:		
Position:		
Address:		
Phone Number:		
Email Address:		

*References will only be contacted when a verbal offer of employment has been given.

Employment History (most recent first)	
Organisation	
Position held	

3-5 key responsibilities or achievements Dates (from - to) Reason for leaving	
Organisation Position held 3-5 key responsibilities or achievements Dates (from - to)	
Organisation Position held 3-5 key responsibilities or achievements Dates (from - to)	

After six places of employment please only list the organisation, position, and dates

Please list any voluntary work you feel is relevant to the position:

Skills Please detail any other relevant skills you have here, for example: Microsoft Office, Google Suite (Sheets, Slides), project management tools, budget management tools, facilitation, customer relationship management programmes (CRMs) etc. Please give details of how you have used them and the level of experience you have (e.g. basic, proficient etc.).	
Skills:	How used:

Experience

Please answer the following questions related to the person specification, giving tangible examples, how they relate to the role, and any achievements and learnings that you would like to share. The word limit for each question is 300 words.

Tell us how you fit our values of Curiosity, Collaboration, Creativity and Courageous. Please give examples from your work experience where possible.	
Please give us an example of where you have ensured the right tools and systems are in place to support the business and delivery of an organisation.	
Outline your experience of working within HR. Please give examples of your biggest successes and challenges.	
Please outline your experience of developing and reviewing organisational policies.	
Please give an example of your time management skills and ability to manage competing priorities.	
How would you ensure successful communication between different organisational functions and departments? Please give	

examples where you have done this successfully.	
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