

**The Ecology Centre
Operations Coordinator
Application Form**



Please complete the following application form and equal opportunity form, using an additional sheet of paper if necessary. Forms and a covering letter should then be submitted to: The Ecology Centre, Craigenclat, Kinghorn, Fife, KY3 9YG or admin@theecologycentre.org by Monday 27th February 2012 at 4pm. Interviews will be held on Tuesday 6th March.

Name:	
Contact No:	
Address:	
Postcode:	
Email Address	

Current/most recent employment

Post:	
Name of employer:	
Department:	
Salary:	
Start and finish date if applicable:	
Reason for leaving:	
Description of duties	

Previous employment or voluntary role (continue on a separate sheet if necessary):

Post	
Start & Finish Dates	
Summary of duties	
Post	
Start & finish dates	
Summary of duties	

Education, qualifications & training

Course Title	Duration	Qualification

Experience

<p>Please explain why you think you are the best person for this post.</p>	
<p>Please give examples of how and when you have supervised and motivated a group of people.</p>	
<p>Have you held a position of responsibility? Please give details</p> <p>What environmental interests do you have?</p>	
<p>Please provide 2 referees names and contact details, including email address: (These people will only be contacted if you are offered the post.)</p>	Referee 1:
<p>Referees must be employment related.</p>	Referee 2:

I consent to the organisation requesting references from any of my previous Employers:
Signature of Applicant:
Date:

Declaration	<p>The details on this application are correct to my knowledge and belief. I understand that the data I have given will be processed and hereby give permission for my details to be retained. I also understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.</p> <p>Signature of Applicant: _____</p> <p>Date: _____</p> <p>If this application is submitted by email and you are asked for an interview, you will be asked to sign the form at this time.</p>
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The Ecology Centre will only use your details for this application procedure and will not pass them onto any other individuals or organisations. This is in compliance with the Data Protection Act 1998.

Where/how did you find out about the post?
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For Office use Only

Date received:

Interview:

