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| Application for position of | **Chief Operating Officer** |
| Closing date | Friday 31st January 2025 |
| Interviews | 25th and 26th February 2025 |

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| **Please complete and email this application form to:** |
| [info@freshwaterhabitats.org.uk](mailto:info@freshwaterhabitats.org.uk) with subject reference: Chief Operating Officer application |

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| 1. **Personal Details** | |
| **Surname** |  |
| **First name(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **Mobile** |  |
| **Email** |  |

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| 1. **Present or most recent employment** | |
| **Employer’s name & address** |  |
| **Post held** |  |
| **Dates of joining and leaving** |  |
| **Period of notice required** |  |
| Please give a brief description of the duties and responsibilities you carry/carried out: | |

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| 1. **Previous Employment** | | |
| **Dates (From – to)** | **Employer name and address** | Please give a brief description of the position, duties and responsibilities and your reason for leaving. |
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| 1. **Training, qualification and other learning** | |
| Please give details of your academic and professional qualifications, any other relevant qualifications you have gained, including specialist in-house training or short courses. | |
| **Formal Education** | **Dates** |
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| **Professional Courses/Awarding Body** | **Dates** |
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| 1. **Driving Licence** | |
| **Do you have a full, current driving license?** | Yes / No |
| **Do you have a car you can use for work?** | Yes / No |

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| 1. **Criminal Record** |
| Please give details of any unspent criminal offence in accordance with the Rehabilitation of Offenders (Exceptions) Order 1975 and/or Northern Ireland 1979. |

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| 1. **References** | |
| Please give details of two people, not related to you, who we may ask for references. The first should be your current or most recent employer. The second should be someone able to comment on your work abilities. | |
| **Referee 1:** |  |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Postcode** |  |
| **Mobile** |  |
| **Email** |  |
| **May we contact this person before your interview?** | Yes / No |
| **Referee 2:** |  |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Postcode** |  |
| **Mobile** |  |
| **Email** |  |
| **May we contact this person before your interview?** | Yes / No |

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| 1. **Additional Information** |
| Before completing this section please read the Job Description and Person Specification carefully and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment and elsewhere. We would also like to know what you can bring to the Newt Conservation Partnership and its partners. |

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| 1. **Signature** | |
| **I confirm that to the best of my knowledge the information given on this form is correct.** | |
| **Signature:** | **Date:** |

**To help us monitor our recruitment advertising please tell us where you saw this post:**

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