**VACANCY: OPERATIONS ASSISTANT**

**Personal Details**

|  |  |
| --- | --- |
| **Surname** |  |
| **First Name** |  |
| **Contact number** |  |
| **Contact email** |  |
| **Address** |  |

We will separate this sheet and details from your application at the short-listing stage to ensure a fair process.

**There are 7 sections to this application.**

**Please complete them all and then email your completed form to** [**recruitment@cleanbreak.org.uk**](mailto:recruitment@cleanbreak.org.uk?subject=Clean%20Break%20Ops%20Assistant%20Application) **with the subject line “Clean Break Ops Assistant Application”.**

**Equal Opportunities Monitoring**

Before you submit your application, please complete our equal opportunities monitoring form by clicking on the link below. Every question has a ‘prefer not to say’ option. These forms are completely anonymous and cannot be linked in any way to your application, and they are really important in helping us to understand the range of candidates we are reaching.

**Link to equal opportunities monitoring form:** [**Equal Ops monitoring form - Operations Assistants**](https://forms.office.com/Pages/ResponsePage.aspx?id=DYiVxSKemEW6rGX6l9P4umD8kPH6EqBKifXRc4-EMkRUMjIzWFUwMEVPOEFIU0pUWEtQUDY0TzlTTSQlQCN0PWcu)

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| **Section 1: Positive Action (optional)** | |
| If you have lived experience of the criminal justice system or you identify as D/deaf or disabled, you can choose whether you would like us to apply our positive action policy when reviewing your application.  If you answer yes, you will be invited for a first interview if you meet our minimum criteria, which means that:   * You submitted a complete application, before the deadline * Your provided relevant information on your work history and training & qualifications without significant unexplained gaps * We gave your application a score of ‘met’ or ‘partly met’ for each question in this form. | |
| **Would you like us to apply our positive action policy when reviewing your application?**  Please answer yes or no – you do not need to disclose any further information. | yes / no |

**Continued…**

**Section 2: How you share our values**

Our Recruitment Pack section ‘What we value’ lays out the values of Clean Break and how they are a guiding framework for us.

**Values:** collaboration, compassion, courage, creativity, and equity

Please give us **three** specific examples of how you act these through your work, one paragraph for each example. You do not need to cover all of them.

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**Section 3: Person Specification questions**

Here are three questions relating to the first three points on the Person Specification for this role. Please answer each question as concisely as you can, in the box below the question.

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| 3a) Please give us an example of a challenge you have faced at work involving for example a customer or colleague, explaining how you upheld personal and professional values. |
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| 3b) Can you describe a situation where you provided exceptional customer service face-to-face? How did you know the service the was well received? |
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| 3c) Tell us about your understanding of how to ensure a space is safe and welcoming for vulnerable individuals. |
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**Section 4: Your work and volunteering history**

In the blank space below, please give a summary of your work, work experience, work placement and volunteering history.

For employment / full time roles, include the role title, the name of the organisation, the time period that you held this role, your main responsibilities and reason for leaving.

For periods of freelance work / short term / multiple roles, please group similar roles together and summarise. Please note any gaps in employment.

The format and length of this section is up to you. You can copy and paste this information directly from your CV if you like.

**Section 5: Your Qualifications & Vocational Training**

In the blank space below, please give details of qualifications / part-qualifications and training you’ve completed. Include the name of the qualification or course, the name of the organisation you trained with, the relevant dates, and level/grades achieved if applicable.

For school /sixth form college certificates, just tell us about the highest level you achieved and you can summarise your results.

The format and length of this section is up to you. You can copy and paste this section directly from your CV if you like.

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| **Section 6: Your availability** | |
| The recruitment pack tells you when we are planning to hold interviews. If invited to interview, are there any days or times during the interview period that you would not be available? |  |
| If you were offered the role, when you be able to start work? |  |

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| **Section 7: Referees**  Please give details of two people who can give you a professional reference. At least one of these should be your current or most recent employer / supervisor. If you need to include a personal reference, this is acceptable, however professional references are preferred.  Referees will only be contacted if a conditional offer has been made to you, and only when you tell us it’s ok to do so. Our reference policy is to request:   * Job title, salary and dates of employment * Main responsibilities of role * Reason for leaving * Opinion on suitability for this role or other comments | | |
|  | **First referee** | **Second referee** |
| Name & Job Title |  |  |
| Working relationship to you *(eg. your Manager)* |  |  |
| Organisation |  |  |
| Email |  |  |