# **Application Form**

Thank you for your interest in joining Brighton Therapy Centre/Hastings Therapy Centre as a Therapy Centre Manager. Please email the completed form below to info@brightontherapycentre.org.uk or info@hastingstherapycentre.org.uk by the deadline of Wednesday 2nd July 2025.

We will inform you of the outcome of your application by email. Interviews will take place week commencing 14th July 2025.

**SECTION 1 / VACANCY INFORMATION**

|  |  |
| --- | --- |
| Role applied for:  | Therapy Centre Manager  |
| Location (delete as necessary): | Brighton / Hastings |
| Available to start: |  |

**SECTION 2 / PERSONAL INFORMATION**

|  |
| --- |
| Title: Mr Ms Mrs Miss Mx Other (please state) |
| Surname: |  |
| Forename(s): |  |
| House Number or Name:  |  |
| Street:  |  |
| Town: |  |
| County: |  |
| Post Code: |  |
| Telephone Number(s) -*If outside the Brighton telephone area, please include STD code(s).* Please indicate which number you would prefer to be contacted on. |
| Home: |  | Work: |  |  | Mobile: |  |
| E-mail address: |  |

**SECTION 3 / CURRENT EMPLOYMENT**

Details of most recent employment/placement:

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Date Left: |  |
| Job title: |  |
| Employer: |  | Salary: |  |
| Reason For Leaving: |  |
| Main responsibilities and activities:  |

**SECTION 4 / TRAINING & QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Date** | **Course** | **Level/Qualification**  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 5 / DETAILS OF PREVIOUS EXPERIENCE**

Please start with your previous job and work backwards. Include any experience gained in a voluntary capacity.

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Date Left: |  |
| Job title: |  |
| Employer: |  | Salary: |  |
| Reason For Leaving: |  |
| Main responsibilities and activities:  |
| Date Started: |  | Date Left: |  |
| Job title: |  |
| Employer: |  | Salary: |  |
| Reason For Leaving: |  |
| Main responsibilities and activities:  |
| Date Started: |  | Date Left: |  |
| Job title: |  |
| Employer: |  | Salary: |  |
| Reason For Leaving: |  |
| Main responsibilities and activities:  |

**SECTION 6 / PERSONAL STATEMENT**

From your reading of the job description and person specification please explain how you fulfil the criteria needed for the post in up to 1000 words. **Application forms without this completed section will not be accepted.**

|  |
| --- |
|  |

**SECTION 7 / REFERENCES**

Please give the names, addresses, email addresses of referees for the **past three years of your employment history**, including your latest employer. If you have had less than two employers, please select a referee from beyond this period to supply **at least two referees**. We will not approach your referees unless you are selected for the post, i.e. after a successful interview. *Please make sure that the referees that you name have given their consent and are available to be contacted.* Add additional boxes if required.

**1. Most Recent Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Relationship:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |

**2.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Relationship:** |  |
| **Organisation:** |  |
| **Address:**  |  |
| **Telephone No:** |  |
| **Email Address:** |  |

**3.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Relationship:** |  |
| **Organisation:** |  |
| **Address:**  |  |
| **Telephone No:** |  |
| **Email Address:** |  |

**4.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Relationship:** |  |
| **Organisation:** |  |
| **Address:**  |  |
| **Telephone No:** |  |
| **Email Address:** |  |