**Engineering Manager Application Form**

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| Personal Details –We will use this information to contact you. | |
| Title: Mr / Mrs / Miss /Ms |  |
| First Name(s) |  |
| Last Name / Family Name |  |
| Address |  |
| Postcode |  |
| National Insurance Number  Driving Licence Number  Do you need a permit to work in the UK? |  |
| Tel No (Home) |  |
| Tel No (Work) |  |
| Mobile |  |
| Email |  |

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| **Qualifications** – Please list all of your formal qualifications below ensuring that you specifically mention any identified in the person specification. If you are awaiting results, please give the expected grade and make clear that this result is still unknown, If called for interview you may be asked to provide evidence of your qualifications. If necessary, please add additional rows. |

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| Qualification (i.e. GCSE, AS, A, BTEC, NVQ etc) | Grade |
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| Please detail any training courses you have undertaken – particularly those that are relevant to the post, even if undertaken outside of your formal employment. |

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| Course | Grade  (If appropriate) | Year Undertaken |
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| Please give details of any current Professional Memberships if relevant. |

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| Professional body or Association | Status / Grade | Membership Number |
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| **Employment History** – Please list your current and previous employment and any relevant voluntary, part-time, casual and unpaid work, **starting with the most recent.** Please give as full detail as possible. If there are any gaps in your employment, please include a brief explanation for these gaps. |

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| Current or most recent employer | |
| Job Title |  |
| Employers Name and Address |  |
| Date Appointed |  |
| Date of Leaving (if applicable) |  |
| Salary |  |
| Notice Period (if currently employed) |  |
| Reason for Leaving (if not currently employed) |  |

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| Other Previous Employment | | | | |
| Job Title | Name and Address of Employer | Salary | Length of Service  (Years & months) | Reason for Leaving |
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| References |
| One of your referees should be your present / most recent employer. Please state in what capacity each referee is known to you e.g. current employer.  If this is not your first job and you do not give your present / most recent employer as one of your referees, without an explanation that is acceptable to The Tramway Museum Society, you will not be short listed. The Tramway Museum Society may require additional references satisfactory to them in addition to the two supplied here. If this is the case this will be discussed with you. |

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| First Referee |  |
| Title – Mr / Mrs / Miss/ Ms |  |
| Name |  |
| Job Title |  |
| Address |  |
| Postcode |  |
| Tel No. |  |
| Mobile No. |  |
| Email |  |
| How do you know this person? |  |
| If you are selected for interview / assessment may we contact this person prior to the interview / assessment? Yes / No | |
| Second Referee |  |
| Title – Mr / Mrs / Miss/ Ms |  |
| Name |  |
| Job Title |  |
| Address |  |
| Postcode |  |
| Tel No. |  |
| Mobile No. |  |
| Email |  |
| How do you know this person? |  |
| If you are selected for interview / assessment may we contact this person prior to the interview / assessment? Yes / No | |

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| Criminal Convictions |

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| The Tramway Museum Society strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work with the TMS as each case will be dealt with on its own merit and given full and fair consideration.  This post requires that job applicants must disclose all criminal convictions and cautions whether or not they are ‘spent’. The successful applicant may be required to go through a clearance check with the Disclosure and Barring Service.  In addition, the TMS also requires you to disclose any cautions and binding over orders that you have received in the last 12 months. **Failure to do so may render you liable to summary dismissal.**  Do you have any criminal convictions, or have you been subject to any caution or binding over orders in the last twelve months? (Delete as appropriate ) Yes / No  If YES please give details of the offence, Court and sentence below. Continue on a separate sheet if necessary**.**  **Please put your name and your NI number on any additional sheets so we can match them to your application.** |

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| Canvassing / Relationships |
| You must not canvass from Tramway Museum Society Board Members, volunteers or employees of the Tramway Museum Society in order to unfairly further your application or give you an unfair advantage. If it becomes clear that you have canvassed, then your application will not be considered. Making a declaration about a personal, business or professional relationship with a Board Member, volunteer or employee of the TMS will not in itself disqualify you from consideration unless, in the view of the TMS, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed, you will face disciplinary action and possible dismissal.  **If you have a relationship with a member of the Tramway Museum Society’s Board, volunteer or an employee of the TMS please state their name, position and the nature of your relationship.** |

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| Declaration |
| Please read the declaration below and sign your name and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Tramway Museum Society for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.  By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.  **We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.**  **I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to the receipt of references satisfactory to the employer and criminal records checks (as appropriate).**  **Name Date** |

Section 2

Please read through the job description and person specification to get a clear view of what the job involves. It is important for shortlisting purposes that you work through this section detailing under each statement how you meet that particular requirement, giving examples.

These may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time.

It is important that you give relevant examples under each area, it is not sufficient simply to restate the requirement as a positive statement. For example, if the requirement is “Experience of Line Managing Staff”, it is not sufficient to state “I have previous experience of managing staff and currently line manage 6 employees”. What we are looking for is more like “I currently manage 6 employees. In this capacity I carry out annual appraisals and regular one to ones on a six- weekly cycle. I have had to address both capability issues – ***give an example*** - and misconduct issues – ***give an example***”. What we are looking for is a demonstration of the skill rather than a simple statement of “I have done this and I currently do this”.

The boxes will expand to enable you to complete your responses.

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| Please give specific examples (2) that demonstrate your ability to engage with, develop and manage a diverse team of people in a safety critical engineering environment. |

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| Excellent communication is crucial to this role. Please give specific examples (2) that demonstrate your ability to communicate effectively and appropriately with people at all levels and in different situations. |

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| .  Please tell us about your Health and Safety Management Qualification and how you have applied this in your work. We are specifically looking for you to demonstrate experience of managing multiple and complex risks from identification through to acceptance as As Low as Reasonably Practical. |

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| This role will involve managing multiple and diverse workstreams with competing priorities to achieve our business plan. Please give an example of when you have done this during your employment or volunteering. |

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| Project planning and management are intrinsic to this role. Please give 2 examples of successful initiatives that you have planned and managed. |
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| Please tell us the process you use for controlling project budgets; linking planning, resource, progress, and department spend. This is particularly important for this role as we are a charitable organisation with limited resources. |
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| The successful candidate will hold a recognised qualification to at least level 5 (HND or equivalent) in a relevant engineering discipline **or** be able to demonstrate considerable experience in the workplace. Please tell us how you fulfil this requirement. |
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| The role will require working with and managing volunteers as well as employed staff. Do you have any experience in this area? What do you believe are the differences between managing volunteers and their employed counterparts? |

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| Why are you applying for this role? Are you willing to work at weekends and Bank holidays as will sometimes be required for this role? |

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If you have any queries regarding this post or the application form, please email Dr Mike Galer:[Mike.Galer@tramway.co.uk](mailto:Mike.Galer@tramway.co.uk)

  