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**A WAY OUT** 

# *Application for Employment*

For the Post of  **Operations Manager**

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Surname: | Title: |
| Other Names: | Tel (home): |
| Address: | Tel mobile): |
| Tel (work)\*:  \*Discretion will be used if we have to contact you at work |
| Email: |
| National Insurance Number: | Do you require a work permit? Yes/no |
| Do you hold a full current and clean driving license yes/no | Do you have use of a car for work purposes yes/no |
| (**For employment in the UK)** If you do not have a National Insurance number and are called for interview, you will be asked to produce evidence of your eligibility to work in the UK in order to comply with the Asylum and Immigration Act 1996 | |

# References

Please give the name and address of two referees. One should be your most recent employer and the other your church leader.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| May we contact this referee  prior to your offer yes/no  prior to your interview yes/no | | May we contact this referee  prior to your offer yes/no  prior to your interview yes/no | |

**Present or Last Post**

|  |  |
| --- | --- |
| Position held: | Reason for leaving: |
| Employer: | Salary level: |
| Address: | |
| Dates from: | Date to: |
| How many days sick leave have you taken in the last 2 years: | |

|  |
| --- |
| Summary of Responsibilities |
|  |

Previous employment or relevant voluntary work (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Job Title | Date from | Date to | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
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**Relevant secondary and further education including additional qualifications and training**

|  |  |  |
| --- | --- | --- |
| Qualification, course or awards | Place of Study | Dates |
|  |  |  |
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**Other relevant skills and experience**

**Safer Recruitment**

Stockton Parish Church follows the Church of England’s Safer Recruitment Guidelines and therefore you will be required to complete a confidential declaration as part of the application process. Depending on the role applied for we may need to seek a DBS check.

**How much notice must you give your present employer?**

## Personal Statement [1000 words / 1 side A4]

What do you feel makes you particularly suitable for this post? Please make use of this space to show how you meet each of the criteria in the person specification. Please relate your statement to the person specification and give clear examples from your own experience. Continue on a separate sheet if necessary.

## Declaration:

I confirm that the details contained in this application are, the to the best of my knowledge, correct and that this application form has been completed by myself. I understand that to provide deliberately false information could result in my dismissal.  
  
I understand that any offer of employment will be subject to receipt of two references that are satisfactory to Stockton Parish Church. I also agree that my records may be maintained on a computerised database that is subject to the Data Protection Act (2018).

## Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete ALL SECTIONS this application form in black ink or type and return it to,**

**Rev Mark Miller, Stockton Parish Church, High Street, Stockton on Tees, TS18 1SP**

**Or by email to mark@stocktonparishchurch.org.uk**

**If you use a continuation sheet please write your name and the job title on each page.**