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| **A purple circle with white letters and a black background  Description automatically generated** | **Application form for the post of Operations Manager** |

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| **Personal Details** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | Name: |  | | | | |
|  | | | | | | | |
| Address: | | Post Code:: DA . | | | | | |
| Telephone: | | Home: | | | | Mobile: | |
| E-Mail address: | |  | | | | | |
| Next of Kin | |  | | | | | |
| Any Relevant Qualifications | |  | | | | | |
| Religious Denomination | |  | | | Church Attended | |  |
| Do you need a work permit to work in the UK? YES (please provide copy) / NO | | | | | | | |
| Where did you hear about this job? | | | |  | | | |

If you are successful, what is the earliest date you could start this job?

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| **Employment** |

**Present or most recent employment details.**

Name and Address of Employer:

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| --- | --- | --- | --- |
| Job Title: |  | Salary: |  |

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| Date started: |  | Date of leaving:  (if applicable) |  |

Main duties and responsibilities: Please use a separate page if necessary

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| **Qualifications Achieved from Secondary, Higher and/or Further Education** |

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| --- | --- | --- |
| School/College/University attended | Qualifications  (include GCSE/O levels, A levels or equivalent, NVQ’s, work based courses and any further education) | Grade & Year taken  (if any) |
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| **Previous Employment:** Please use a separate clearly marked page if necessary |

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| --- | --- | --- |
| Name and full address of Employer | Dates | Job Held |
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| **Membership of Professional Organisations and Institutions** |

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| --- | --- | --- | --- |
| Name | Date achieved | Membership status | By examination  (Yes/No) |
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| **Other Skills and Interests – including languages (spoken/written), computers, etc.** |
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(Please include details of any public duties, community or **voluntary work** experience)

**National Insurance Number**

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(You can obtain this information from pay slips or from the Department of Social Security)

If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

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| **Referees** |

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed or retired for less than 2 years, your last employer. If retired for more than 2 years it should be someone who has known you for at least 5 years.

**Reference 1 Reference 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | Name: |  |
| Relationship to you |  | | Relationship to you: |  |
| Address: |  | | Address: |  |
| Email Address: |  | | Email Address: |  |
| Tel. No: |  | | Tel. No: |  |
| May we contact them prior to interview?  Yes No | | May we contact them prior to interview?  Yes No | | | |

Please provide the following information in your own words. If the spaces are not enough, please feel free to add additional pages. We would ask that if you do, you adhere to the order set out below and head each section appropriately for ease of reading. Thank you.

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| --- |
| 1: Please describe your Christian faith, and how it impact on your everyday life?  OR if you are not a ‘Person of Faith’, what are the life principles you live by? |
|  |
| 2: From the Job Description, what is it about this job that attracts you? |
|  |
| 3: From the Job Description, is there anything about this job that concerns you? |
|  |
| 4: Please tell us of any previous experience in administration? |
|  |
| 5: Describe the personal qualities or people skills that you feel you have that would be relevant to this post. |
|  |
| 6: Describe responsibilities previously held which you will draw on to help you do this job. |
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| 7: Please tell us why you want this job, and why you think that you are the person we are looking for? |
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**Confirmation and signature**

I wish to apply for the position mentioned on page 1 of this form, and confirm that I have completed this application form to the best of my ability. I also confirm that the details contained herein, and on any additional sheets attached to it, are a true statement of my abilities and career to date. I understand that any appointment will be subject to satisfactory references and probationary period.

Tick here if you are attaching any continuation sheets ⬜

Signed: Date:

**Returning you Application**

Please return the **fully completed** application form together with any clearly marked additional sheets (if applicable) to:

Rev Dr Richard Mortimer

Christ Church

Cross Road

Dartford

DA1 3ET

e-mail: [christchurchdartford@gmail.com](mailto:christchurchdartford@gmail.com)