



## Church of England Churches in Thame and Towersey

### Operations Manager - Application Form

Please return this application form, marking the envelope "Confidential", to  
Rev Andy McCulloch, c/o St Mary's Church Office, Thame Barns Centre, Church Road, Thame,  
OX9 3AJ  
or by email to [andy.mcculloch@thame.church](mailto:andy.mcculloch@thame.church)

Applications can be typed. Applications must be returned by: May 31<sup>st</sup> 2024

#### *PERSONAL DETAILS*

Name (in full):

Home Address:

Home telephone:

Work telephone:

May we contact you at work? Yes/No

Mobile:

Email:

Are you legally eligible for employment in the UK? Yes/No

If you are *not* a citizen of the UK, do you possess the relevant work permit? Yes/No

Please note that we are unable to sponsor a work visa.



*EDUCATION AND TRAINING*

Please provide a summarised list of secondary school/college/university courses attended giving years of attendance and relevant qualifications obtained (including grades where relevant). Please also give full details of any professional, trade or vocational training.

Dates	Place	Qualifications attained



*EMPLOYMENT HISTORY*

Starting with your current or most recent employer, please list in chronological order the last three positions you have held.

Dates (month & year)	Name and address of employer	Job title and summary of duties	Reason for leaving / Notice period required



*CHRISTIAN LIFE AND EXPERIENCE*

Tell us briefly about your journey of faith.

What positions (paid or voluntary) or other involvement have you had in your local church?

What gifts do you believe God has given you and how have you used them?

*THIS POSITION*

Why have you applied for the role of Operations Manager?

What in your opinion are the essential requirements of the post?

What gifts and skills do you possess (other than those mentioned above) that you consider are relevant to this appointment?



What previous contact, if any, have you had with any of the Thame churches?

If appointed, when would you be free to join the staff?

Are there any dates when you will not be available for interview?

***REFEREES***

Please give the names of two people who have known you for at least two years and who are willing to act as your referees. One should be your current employer, and the other should be someone who knows you well, but not a member of your family.

**Current (or most recent) employer**

Name:

Position:

Address:

Telephone:

Email:

When may this person be approached as a referee?

**Personal referee**

Name:

Address:

Telephone:

Email:



Capacity in which they know you:

*OTHER INFORMATION*

Is there any other information you would like to include in your application?

I confirm that the information I have provided is, to the best of my knowledge, true and accurate.

Signed:

Dated: