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APPLICATION FOR EMPLOYMENT WITH CHRISTCHURCH FULHAM

**CONFIDENTIAL**

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| Application for employment in the post of **Operations Manager** |
| Please return the completed application form to:  Name: Operations Manager [operations@ccfulham.com](mailto:operations@ccfulham.com)  Address ChristChurch Fulham, 67 Studdridge Street, Fulham, London SW6 3TD  Closing date: Thursday 4th July |
|  |

**Please complete this application**

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| --- |
| Name in full ……………………………………………………… …………………… (Rev/Dr/Mr/Mrs/Miss/Ms)  Preferred first name if different…………………………………………………………………..  Address: ……………………………………………………………………………….  ……………………………………………………………………………….  ………………………………………………………………………………  Post Code …………………… Tel No: Home…………………………………………  Mobile……………………………… …….. Work…………………………………………  Email:…………………………………………………………………………..  Date of birth…………………………………………………………………… |

Guidance to Candidates

Please read this information carefully before you complete the next part of the form.

Think carefully about the information in the job description, and consider what experience you have that would equip you for this post.

The questions are intended to allow you to draw on all your experience including education, employment, voluntary work, family life, church membership or activities, hobbies and interests (and so on).

Do not think you have to fill in all the space below each question. You may find you wish to answer one question more fully than another. You may use a separate sheet of paper if you need to write more than the form provides space for.

Try to provide evidence or examples of how you can meet the requirements of the job description and the person specification.

1. Please explain how you became a committed Christian
2. What do you see as your key giftings and how have you been using and growing them?

1. What Administrative roles and experience do you have?
2. What particular qualities, experience, and other attributes would you bring to the post?
3. Which aspects of the job description are you least confident about dealing with? (Please be as honest as you can)

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| --- | --- | --- | --- |
| You may submit a cv instead of completing this page if you prefer. **Employment History**  **Please list your employment/status during the past twenty years, starting with your current or most recent. Please account for any gaps in employment.** | | | |
| Dates | Name and Address of employers | Job title/description of duties | Final Salary &Reason for Leaving |

What is the notice period for your present employment position? ................................................

## Education, Training, & Professional Qualifications

|  |  |  |
| --- | --- | --- |
| Date | School, College, University | Qualifications obtained |

## References

Please supply the names and addresses of two referees, including one personal and one employment – preferably your present employer, if you are in employment. **Note:** References will be sought only after asking your permission.

##### Name ………………………………………………………………………

## Relationship to you ………………………………………………………………………

**Telephone Number ………………………………………………………………………**

**Email ………………………………………………………………………**

**………………………………………………………………………**

**………………………………………………………………………**

**Name ………………………………………………………………………**

**Relationship to you ………………………………………………………………………**

**Telephone Number ……………………………………………………………………….**

**Email. ………………………………………………………………………**

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## Other personal & legal details

|  |
| --- |
| Criminal Convictions: Have you ever been convicted of a criminal offence, other than a spent conviction, under the Rehabilitation of Offenders Act 1974?YES/NO  If yes, please supply further details. Disability Do you consider yourself to have a condition or disability, as defined by the Disability Discrimination Act? YES/NO If yes, please describe any special conditions or adjustments required Are there any restrictions to you taking up employment in the UK? ……………..  Please list any absences from employment in the last 12 months due to ill health  ………………………………………………………………………………………………  ………………………………………………………………………………………………. |

## Declaration

I confirm that the information given in this form is true and correct. I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from this employment by the employer.

Signature ………………………………………………Date …………………