**Operations Administrator**

APPLICATION PACK

**To find out more about St Andrew’s Church please visit** [**www.standrewsoxford.org**](http://www.standrewsoxford.org)

As part of your application please send:

* your CV
* a covering letter
* an application form (please expand the space and continue on separate pages as necessary)

Completed forms should be returned to:

HR Department

St Andrew’s Church,

Linton Road,

Oxford,

OX2 6UG

or [hr@standrewsoxford.org](mailto:hr@standrewsoxford.org)

# 1. PERSONAL INFORMATION

Name:

Address:

Telephone (home):

Mobile:

Email:

# 2. EDUCATION & QUALIFICATIONS

Please list in date order (starting with most recent).

# 3. EMPLOYMENT & OTHER RESPONSIBILITIES

1. Please list in date order (starting with most recent) all your employment and any relevant voluntary work. Please give dates and reasons for leaving each post.

|  |  |  |  |
| --- | --- | --- | --- |
| FROM | TO | POST AND DESCRIPTION | REASON FOR LEAVING |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What personal and professional development have you completed in the last five years? Please include courses and activities both inside and outside of your employment.

1. 4. EXPERIENCE & SKILLS

# What is it about this job that excites you? What part of the job do you think you will find the most motivating and which will you find the hardest to do?

# A large part of this job is working with people. What do you think good customer service is? How can you show this in a Christian context?

# What do you think are the key components of communicating effectively? What is your favourite way to communicate?

# Can you give an example of your organizing skills? How do you manage your time, prioritise tasks and ensure that tasks are done/followed up?

# 5. PERSONAL STATEMENT

Please explain your reason(s) for applying for this post. What you write, and how you write it, will help those making the appointment build up a picture of you and what you might offer in the role.

Looking at the description of duties and responsibilities and the description of the sort of person we are seeking, please explain how your abilities and experience equip you for this post. You will want to outline how you meet as many of these points as possible, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests.

# 6. INTERESTS & ACHIEVEMENTS

Are there any other interests and achievements that you think are relevant to share with the selection panel?

# 7. YOUR CIRCUMSTANCES

**Right to work**:

Do you currently have the right to work in the UK? **YES / NO**

**Please note that we do not have a licence to sponsor visas for this post.**

**Disability Access**:

Do you require special access for the purposes of an interview? **YES / NO**

If yes, please describe any special conditions or adjustments required on a separate sheet.

**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 on a separate sheet.

If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a Disclosure from the Criminal Records Bureau. I recognize that, under the Diocesan Policy on the recruitment of ex-offenders (page 8 of *Protecting Children in the Diocese of Oxford*, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

Signed: Date:

# 8. REFERENCES

Give names and addresses of three referees who know you well but who are not related to you. If you currently hold a job, one reference should be from your manager or equivalent at that place of work. (Please indicate if taking up this reference before interview will cause you any problems.)

Please include a brief note on how each of your referees know you.

Referee 1

Name:

Address:

Telephone (home):

Mobile:

Email:

Capacity in which they know you:

Referee 2

Name:

Address:

Telephone (home):

Mobile:

Email:

Capacity in which they know you:

Referee 3

Name:

Address:

Telephone (home):

Mobile:

Email:

Capacity in which they know you: