

Revd Toby Artis

St Mary's Church, Church Lane, Attenborough, NG9 6AS

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Application for the Post of: Operations Coordinator at St Mary's Church Attenborough

It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute.

Please return completed form to the Vicar at the email address supplied above

Please note that Part A will be separated from the remainder of the application form and will NOT form part of the short-listing process.

The information given on the 'Monitoring Sheet' will also be separated and only used for monitoring purposes.

PART A - Personal Details

Surname	Forenames (please underline the name you wish to be known by)
Title Mr/Mrs/Miss/Ms/Other	
Address	Telephone Numbers Home Work Mobile
Postcode	
Date of Birth	Email

Please say how you learned about this post

(if newspaper advertisement, please give name of paper): _____

Please state whether there are any adjustments that you may require to enable you to fully participate in the recruitment process eg wheelchair access.

References

Please give the names and addresses (including email if possible) of three persons to whom we may apply for references. At least two references should be from people who have a detailed up-to-date knowledge of your work (eg your present employer). Please obtain their permission.

References will be taken up after interview.

First reference:

Name
Email address:
Address
Relationship to you

Second reference:

Name
Email address:
Address
Relationship to you

Third reference:

Name
Email address:
Address
Relationship to you

Application

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Disclosure and Barring Service (DBS) checks and medical proving satisfactory, and that all posts commence with a probationary period of at least 6 months.

(For certain posts, any offer is subject to a Disclosure and Barring Service (DBS) check, in which case, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.)

Signature Date

Eligibility of Work - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office. We usually ask shortlisted applicants to bring the relevant documentation with them on the date of interview.

In accordance with the Data Protection obligations (as amended from time to time) I consent to St Mary's Church Attenborough processing and continuing to process all personal data contained on this application form of which I am the subject.

Forename

Surname

Date Signature

.....

What period of notice would you be required to give for your current post?

.....

MONITORING SHEET (which will NOT form part of your Application)

OUR COMMITMENT TO EQUAL OPPORTUNITIES

St Mary's Church strives to be an Equal Opportunities Employer. We welcome applications from suitably qualified people from all sections of the community.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Please note that this form is for Equal Opportunities monitoring only and will not be seen by the short listing / interview panel(s). It will not be used as part of the selection process.

Post applied for:	Date:
Gender: Male Female	Age:

Ethnicity

Please indicate your cultural / ethnic origins

The Categories listed below are those used on the National Census; if you prefer to use your own definition, please tick 'other' and use the space provided.

Please tick the appropriate box

White (WH)	<input type="checkbox"/>	Irish (IR)	<input type="checkbox"/>	Black African (BA)	<input type="checkbox"/>
Black Caribbean (BC)	<input type="checkbox"/>	Black Other (BLO)	<input type="checkbox"/>	Black British (BB)	<input type="checkbox"/>
Indian (IN)	<input type="checkbox"/>	Pakistani (PA)	<input type="checkbox"/>	Bangladesh (BG)	<input type="checkbox"/>
Asian British (AB)	<input type="checkbox"/>	Chinese (CH)	<input type="checkbox"/>	Mixed Race (MR)	<input type="checkbox"/>

Other (please specify)

PART B

- **What professional / work / personal experience do you have that would equip you for this post?** Please make close reference to the Job Description when answering this question.

Name and address of current and former employers(s)	Positions held in the past 10 years together with dates	Salary	Résumé of duties and responsibilities and reason for leaving

PART C

- **What academic / professional qualifications / training / interests do you have that would equip you for this post?**

Secondary Schools	Examinations Passed
University or College	Examinations Passed

Courses attended; Qualifications gained:

Current Membership of Professional bodies (please also state the appropriate designatory letters):

PART D

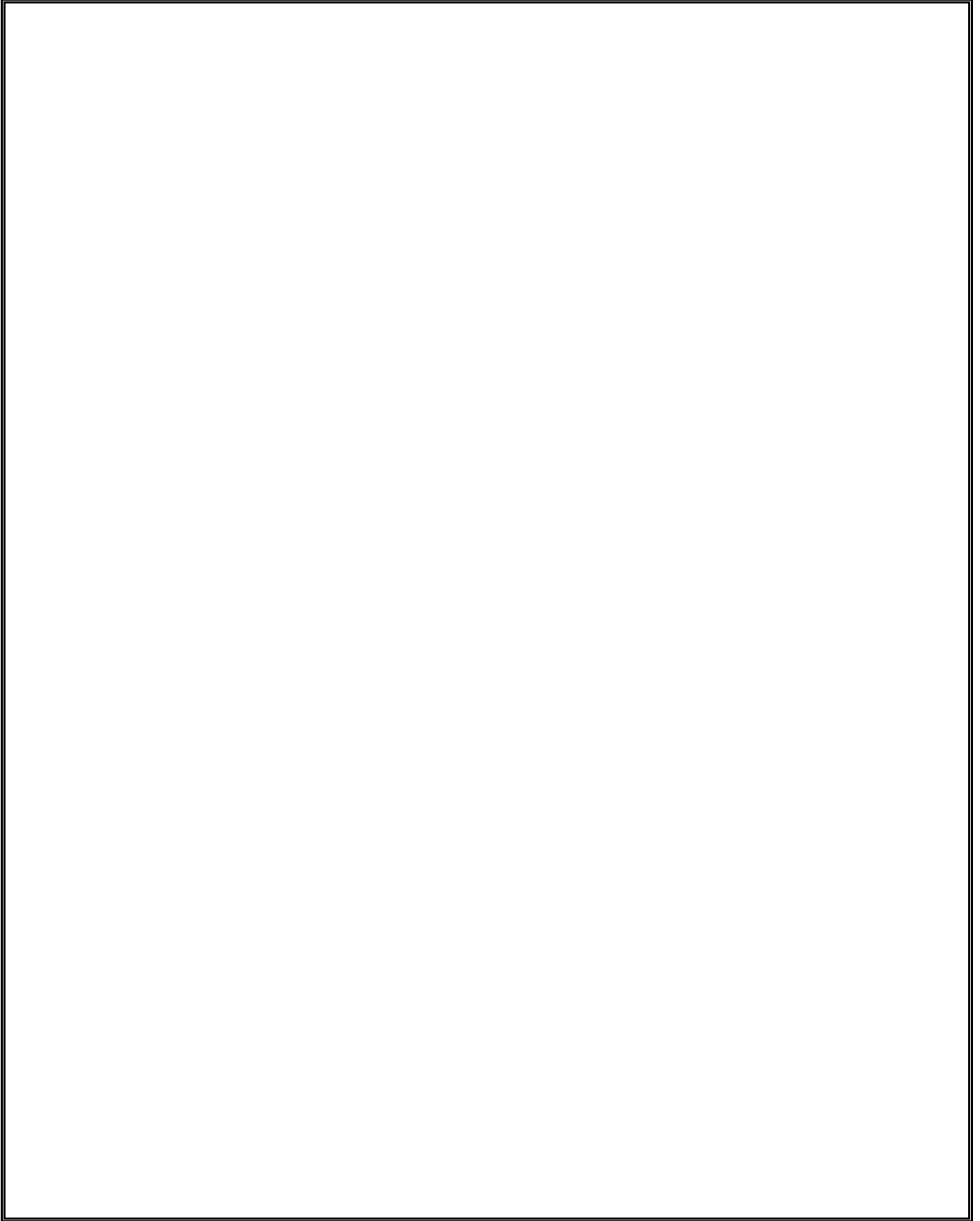
Do you hold a current full driving licence? YES / NO

In what ways are you in sympathy with the aims and objectives of the Church of England?

- Personal Statement in support of Application for this Post

Please state your reasons for applying for this post and in what ways you believe you match the Job Description (and Person Specification, if provided), using illustrations where helpful. Please remember that we will not infer information, so you need to demonstrate explicitly how you meet the selection criteria, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests. What you write and how you write it will help those making the appointment to build up a picture of you. Candidates who do not demonstrate how they match the criteria will not be short-listed. You may continue this section on up to one further A4 sheet of paper if necessary.

PART E

A large, empty rectangular box with a thin black border, occupying most of the page below the 'PART E' header. It is intended for a drawing or diagram.