The Parish Office



St Peter’s Centre

St Peter’s Square

Nottingham

NG1 2NW

**The Parish of St Peter and All Saints, Nottingham**

**Application Form**

**Operations manager**

*Please write in black ink or ballpoint pen, or you may wish to complete the form electronically*

1. Personal Information

|  |  |
| --- | --- |
| Surname | Forenames |
| Title |
| Address Postcode |
| Telephone and email contact information. | Home/mobile |
| Email address |
| If applicable, please estimate the number of days in the last 12 months that you have needed to take off work for reasons of sickness.Days:\_\_\_\_\_\_\_\_\_\_ | Please also state if there is anything we may need to know about any illness or injury you have suffered that may affect your ability to perform the job for which you are applying. |
| Nationality |
| Please tell us about your personal interests and hobbies that you like to engage in when not working. |

1. Education and Professional/Vocational Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Schools | From | To | Examinations passed, including grades |
| University/College | From | To | Qualification, level/grade |

1. Do you hold a current UK driving licence? Yes / No
2. If ‘yes’, Do you have access to a car? Yes / No
3. Present and previous employments/appointments

Most recent position first

|  |  |  |
| --- | --- | --- |
| Name and address of any present/former employers, and type of work (include any voluntary work). | Positions held and dates. | Résumé of duties and responsibilities, and reason for leaving. |
|  |  | *Please do not complete this box in relation to your present employment. Additional information about this is requested in section 5 below.* |
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1. Summary of Duties and Responsibilities of present or most recent employment

employment/appointment.

1. What are your reasons for applying for this post? Referring to the job description and person specification, what personal qualities and experience do you think you would bring to this post? (use additional space if necessary)
2. What period of notice would you require to give to your present employer, if applicable?
3. When would you be able to take up this post?
4. Where did you hear of this job?
5. References

Please give the names and addresses (including email and mobile if appropriate) of three people to whom we may apply for references. One reference should be from your present employer if you are currently in employment. The other referees should be people who can comment on your character, integrity, and suitability for this post.

First reference: Is it possible to approach this referee now? Yes / No

|  |
| --- |
| Name |
| Address |
| Email address and mobile phoneOccupation |

Second reference: Is it possible to approach this referee now? Yes / No

|  |
| --- |
| Name |
| Address |
| Email address and mobile phoneOccupation |

Third reference: Is it possible to approach this referee now? Yes / No

|  |
| --- |
| Name |
| Address |
| Email address and mobile phoneOccupation |

Applications should be sent by email to office@nottinghamchurches.org
copied to admin@nottinghamchurches.org

The deadline for applications is **12.00 on Friday 18th September.**

Interviews will be held (by Zoom) on **Wednesday 30th September.**

It is expected that the successful candidate will begin work during the last week in October.

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

Signed: Date:

***By emailing this form it will be assumed that you have signed it electronically.***