

 The Parish Office,

St Peter’s Centre,

St Peter’s Square,

Nottingham

NG1 2NW

tel. 0115 948 3658

office@nottinghamchurches.org

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

**Assistant Manager: Application form**

*As this form will be photocopied, please type or write in black ink or ballpoint pen; alternatively, you may complete the form electronically. Do adjust the sizes of the boxes as necessary.*

1.Personal Information

|  |  |
| --- | --- |
| Surname |  Forenames |
| Title Mr/Mrs/Miss/Ms/Other |  |
| Address | Post Code  |
| Telephone Number | Home/mobile |
|  | Email address |
| If applicable, please estimate the number of days that you have needed to take off work for reasons of sickness absence in the last twelve months: Day / s | Please also state if there is anything we may need to know about any illness you have suffered that may affect your ability to do the job for which you are applying: |
| Nationality |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Schools | From | To | Examinations passed, including grades |
| University or College |  |  |  |

2.Educational/Professional/Vocational Qualifications

3. Present and Previous Employments / Appointments

Most recent position first

|  |  |  |
| --- | --- | --- |
| Name and address of any present / formeremployers(s), and type of work (include any voluntary work done) | 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 4 below. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

4. Summary of Duties and Responsibilities of present or most recent employment/appointment

If you have not recently been in employment and would prefer to give a description of a recent time in education, or in another walk of life, please do so here.

|  |
| --- |
|  |

5. What period of notice would you be required to give to your present employer, if applicable?

6. When would you be able to take up this post?

7. What are your reasons for applying for this post? Referring to the job description, what personal qualities and experience do you think you would bring to the post, and what do you think you would gain from it?

|  |
| --- |
|  |

8. References

Please give the names and addresses (including email and mobile phone 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, or from someone who has oversight of your studies if you are in education. The other referees should be people who can comment on your character, integrity and suitability for this post.

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

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

Second Reference

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

Third Reference

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

Applications should be sent to Adele Siepmann at the address at the top of this application form, or by email to office@nottinghamchurches.org by **2 pm on Tuesday 26th March 2024**.

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*