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| **CONFIDENTIAL** | | | | | | | | | |  | |  |
| **Application Form**  **Director of Operations** | | | | | | | | | |  | |  |
|  | | | | | | | | | | |
| **1 PERSONAL DETAILS** | | | | | | | | | | |
|  | Surname |  | |  | First Names | |  | |  | |
|  | Address |  | |  |  | | | |  | |
|  |  | | |  | Tel. No. (Home) | |  | |  | |
|  |  | | |  | Tel. No. (Other) | |  | |  | |
|  |  | | |  | email | |  | |  | |
|  |  | | |  |  | |  | |  | |
|  | | | | | | | | | | |
| **2 EDUCATION, PROFESSIONAL & TECHNICAL DETAILS** | | | | | | | | | | |
| Name of school/college/university | | | Subject | | | Qualifications gained and grades | | Date | | |

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| --- | --- | --- | --- | --- |
| **3 DETAILS OF FURTHER STUDY, IN-SERVICE TRAINING, COURSES ATTENDED, ETC.,** | | | | |
|  | | | | |
|  | | | | |
| **4 EMPLOYMENT HISTORY (starting with most recent. Please explain any gaps)** | | | | |
| Employer | Position held | Dates | | Reason for leaving and  final salary |
| From | To |
|  |  |  |  |  |

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| **5 REASONS FOR APPLYING:**  **Having due regard to the Job Description and Person Specification, please say why you feel you are suitable for this post with reference to previous experience gained in employment, voluntary work and/or your personal life and any other relevant information. Please ensure that you address fully the requirements of the Person Specification and wherever possible provide practical examples to support your submission.** |
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| **6 REFERENCES** | | | | | | | | | | | | | |
|  | **Please give names and addresses of two referees. One should relate to your present or most recent employment.** | | | | | | | | | | | | |
| 1 | Name | |  | | | | 2 | | Name |  | |  | |
|  | Position | |  | | | |  | | Position |  | |  | |
|  | Address | |  | | | |  | | Address |  | |  | |
|  |  | | | | | |  | |  | | |  | |
|  |  | | | | | |  | |  | | |  | |
|  | Tel. No. | |  | | | |  | | Tel. No. |  | |  | |
|  | Email | |  | | | |  | | Email |  | |  | |
|  | May we obtain references prior to interview? | | | | | | YES | | | | NO |  | |
|  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | **7 DECLARATION**  **I understand that under the terms of the Immigration, Asylum and Nationality Act 2006, should I be short-listed for the post for which I am applying, I will provide the Diocese with an original document from a list provided by them\* showing my entitlement to work in this country.**  **\*Acceptable documents include combinations of such items as NI card, birth certificate issued in the UK, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.** | | | | | | | | | | | |  |
|  | **I certify that the information given in this application form is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding material information may result in an offer of employment being withdrawn or, if employment has commenced, disciplinary action, including dismissal.**  **I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.**  **I understand that appointment to this post is subject to a satisfactory enhanced Disclosure and Barring Service check. I also understand that, under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 and subsequent amendments), I am required to disclose any record I may have of criminal convictions, cautions and bind-overs, including those regarded as ‘spent’ and to attach details of the same.\*** | | | | | | | | | | | |  |
|  | **Date** |  | | |  | **Signature** | |  | | | | |  |
|  |  |  | | |  |  | |  | | | | |  |
|  |  | | |  | | **Please return the completed form to: vicar@sjdk.org**  **For the attention of**  **Canon Mark Williams, 92 Vassall Road, London, SW9 6JA** | | | | | | |  |