

Application form: Operations Manager

Please complete this application form electronically or in black ink.

Personal information

Title:	
First Name(s):	
Surname:	
Preferred Name:	
Address:	
Postcode:	
Phone:	
Email:	
Are you free to remain and take up employment in the UK with no current immigration restrictions? (Delete as appropriate) If no, please add relevant information below	YES / NO

Employment history

Please list present and previous appointments in reverse chronological order
Please note any other employment you would continue with if you were offered this position.

How much notice is required in your current post? _____

From/To (month, year)	Name and address of employer	Job title and brief description of duties	Salary at leaving	Reason for leaving

Continue on a separate sheet if necessary.

Education and qualifications

- a) Professional/practical qualifications obtained (e.g. teaching, social work).
 Membership of professional bodies etc.
 Please give dates of training and titles of any qualifications achieved.

From	To	Qualification/experience

- b) Further and Higher education (college or university). Please give details of any qualifications and grades obtained.

From	To	Name of University/College	Details, including grades of any qualifications achieved

- c) Principal secondary schools

From	To	School name, and details of qualifications gained and grades

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Christian Faith (continue on a separate sheet if necessary)

Please give a brief account of your Christian journey, including how you became a Christian, key moments in your spiritual life, and your involvement in church life

Please describe any experience you have of church, community or charitable ministry (paid or unpaid) which may be relevant to this role

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This Role (continue on a separate sheet if necessary)

Please explain why you have applied for this role and what excites you both about joining the team at Christchurch Three Mills, and this role of Operations Manager

Please offer a statement to explain how you feel equipped to take on the Operations Manager role and what you would bring to the job (feel free to continue on a separate sheet if necessary). Do refer to the Job Description and Specification in your answer

Interests, Recreations and Voluntary Work

Please give details of your main interests outside your employment and any positions held

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References

*Please give names and addresses of two persons from whom we may obtain both character and work experience references (one must be your present or most recent employer). Please obtain their permission. If you are applying for a post which requires unsupervised access to children/vulnerable adults, Christchurch Three Mills reserves the right to approach **any** past employer for a reference.*

Name:		
Position:		
Occupation:		
Address:		
Postcode:		
Telephone:		
Email:		
Relationship with applicant:		
May we approach your referee prior to interview?	YES/NO	YES/NO

Application Process

Do you have any special requirements that we need to be aware of during the selection process?
(Delete as appropriate)

YES/NO

If yes, give details

Please note below any dates you know you would be unavailable to attend an interview

Criminal record

Do you have any criminal convictions, excluding those 'spent' under the Rehabilitation of Offenders Act 1974. (Delete as appropriate)

YES/NO

If yes, please state details of these convictions below.

In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure from the Disclosure & Barring Service. For legal and accounting professions, you are required to disclose all convictions, including those that are 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Please complete the declaration on the following page

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Declaration *Please read this carefully before signing this application.*

- a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- b) I agree that Christchurch Three Mills reserves the right to ask relevant questions about an individual's health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should Christchurch Three Mills require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information that the diocese receives will only be retained on a personnel file during an individuals' tenure in post and will be only stored/processed in accordance with the current data protection legislation.
- c) I agree that should I be successful in this application Christchurch Three Mills will, if required, apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated.
- d) I understand that Clergy, ordinands and such employed lay people working for the diocese as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm that I am able to comply with this.
- e) I consent to Christchurch Three Mills using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment and beyond in line with relevant statutory requirements and policies and procedures. If I am not successful, I understand that Christchurch Three Mills will retain the form for a period of six months and that during this period Christchurch Three Mills may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature: _____ Date: _____

Name: _____

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Please return this form to

dan@christchurchthreemills.co.uk

or to

Daniel Scott
Christchurch Three Mills
3 Riverside Road
Newham
London

Please mark all correspondence - Private & Confidential
Please indicate if you would like to receive confirmation of receipt of your application

**APPLICATION DEADLINE – WE MUST RECEIVE YOUR FORM BY
5PM ON MONDAY 26TH JULY 2021**