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| **APPLICATION FOR APPOINTMENT AS**: OPERATIONS DIRECTOR | |
| PERSONAL DETAILS | |
| SURNAME:  (MR/MRS/MISS/MS/REV/DR).................... | FIRST NAMES: |
| ADDRESS: | EMAIL: |
| TELEPHONE NUMBERS: HOME:    WORK:  MOBILE: | |

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| EXPERIENCE |
| Please tell us why you are applying and give examples of how your gifts, skills and experiences make you particularly suited to this role. Please continue on another sheet if necessary. |
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| COMMENT |
| In no more than 500 words, please summarise your passion for the ministry of church operations and any values that underpin your approach to it. |
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| EDUCATION, QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES | | |
| School, College, University | Dates | Courses and Examinations taken with results |
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| **EMPLOYMENT HISTORY** | | | |
| Please give details of all employment, including relevant volunteer work. List the information in order, most recent position first. Please continue on another sheet if necessary. | | | |
| Name and address of present or most recent employer | Dates | Position held | Current or most recent salary and benefits |
|  |  |  |  |
| Previous Employment | Dates | Position held | Salary & Benefits |
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**REFERENCES**

Please give details of 2 referees, one of whom should be your present or most recent employer. References will only be taken up once an appointment has been offered.

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| **REFEREE:**  Name and job role …………………………………………………..………………………………….  Tel: ……………………………………………………………… Post Code………………………..  Email………………………………………………………………………………………………………...  Address: ………………………………………………………………………………………………….. |
| **REFEREE:**  Name and job role …………………………………………………..………………………………….  Tel:…………………………………………… Post Code………………………………………  Email………………………………………………………………………………………………………..  Address……………………………………………………………………………………………………. |

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| **DBS**  This post is subject to enhanced DBS Disclosure. Please complete and return the self-disclosure form with this application.  **Right to Work**  Do have the right to work in the UK?  Yes/No  If No, do you have a current visa? |

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| If you have a disability, please tell us about any adjustments we may need to make to assist you at interview. |
| If you are successful, when could you start working for us? |

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| **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct.  Applicant’s signature  …………………………………………………… Date …………………………………….  Note: Any false, incomplete or misleading statements may lead to dismissal. |

**Data protection**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in St. Saviour’s privacy policy accessed through this link <https://st-saviours.org.uk/privacy-policy/>

Please return this form to: Lucy Webb, Associate Rector

via post: St. Saviour’s Church, Woodbridge Road, Guildford, GU1 4QD

via email: lucy.webb@st-saviours.org.uk