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**APPLICATION FORM**

Application for the post of

**Operations Director**

**At St Luke’s, Thurnby**

**SECTION 1 - PERSONAL DETAILS**

Surname:

Christian names:

Preferred name:

Address:

Home telephone number:

Mobile number:

E-mail:

**SECTION 2 - EDUCATION & QUALIFICATIONS**

Please give details, with dates, **most recent first**

**a. Higher Education** Please give qualification obtained with class if degree.

|  |  |  |
| --- | --- | --- |
| Place of education: | Dates: | Qualifications: |
|  |  |  |
|  |  |  |

**b. Education / Further Education** Please state the name of the last school / college you attended, and the last set of exams you completed, with grades.

|  |  |  |
| --- | --- | --- |
| Place of education: | Dates: | Qualifications: |
|  |  |  |
|  |  |  |

**c. Other professional/practical qualifications obtained**

|  |  |  |
| --- | --- | --- |
| Place of education: | Dates: | Qualifications: |
|  |  |  |
|  |  |  |

**d. Christian Training / Learning** [including courses you have attended – long or short term].

|  |  |  |
| --- | --- | --- |
| Place of education: | Dates: | Qualifications: |
|  |  |  |

**SECTION 3 - EMPLOYMENT HISTORY & SKILLS**

**a. Present post** – please state the title of your present post; give the date you started and a brief outline of the work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of Employment** | **Role** | **Description** | **Company** |
|  |  |  |  |

**b. Previous posts** – please give a brief indication, with dates, of the nature of the work and responsibilities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Period of Employment** | **Role** | **Description** | **Company** |
|  |  |  |  |
|  |  |  |  |

**c. Skills** – are there particular skills or abilities you bring to the post?

[e.g. IT, Finance, HR, etc].

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
| Further Courses  |  |

**SECTION 4 - CHRISTIAN DISCIPLESHIP**

Pleasename the church you attend, and the ways you are involved both for your own growth and in service of others.

**SECTION 5 - PERSONAL STATEMENT**

*Please state your reasons for applying for this post in 200-300 words. What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the person requirements (in the Role Description) drawing on gifts, skills, knowledge and experience from your previous career. You may also want to set out your thoughts about how you might help us as we seek to deliver on our ministry priorities.*

**SECTION 6 - SPIRITUAL JOURNEY**

*Please describe your own spiritual journey in 200-300 words – outlining how you came to faith in Christ, how you have continued to grow in faith, and how Jesus is at work in your life now. It would be helpful to mention any major influences on your journey, both personally and theologically.*

**SECTION 7 REFERENCES:**

Please give names, occupations and addresses (including e-mail if possible) of two people to whom reference can be made and the capacity in which they have known you. Referees should be able to comment on your character, experience, and work.

Please obtain their permission.

**Reference 1**

*[Name, contact details, capacity in which they know you]*

Can we take up this reference before interview? Yes / No

**Reference 2**

*[Name, contact details, capacity in which they know you]*

Can we take up this reference before interview? Yes / No

**SECTION 8 – CONFIDENTIAL INFORMATION continued**

**Health:**

Please specify any special access requirements you may have in order to attend the interview e.g. wheelchair access.

Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the post? [See Role Description for details].

**UK Border Agency Requirements**

Are you free to remain and work in the UK with no current immigration restrictions?

YES / NO

**Protecting children and vulnerable adults**

Are you aware of any police enquiries undertaken following allegations against you, which may have a bearing on your suitability for this post?

YES / NO

**Promoting racial equality**

Are you a member or active supporter of the British National Party or any other political party or organisation whose constitution, policies, objectives or public statements are incompatible with the teaching of the Church of England in relation to the equality of persons or groups of different races?

YES / NO

**Where did you hear of this post?**

**If appointed, when would you be able to start?**

**I certify the information given in this application is correct.**

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for applications: end of** **Sunday 16th April 2023.**

**Please return this form to:**

Revd Rob Miles

revrmiles@gmail.com | 07305 717726

Vicarage, Main Street, Thurnby, Leciester, LE7 9PN

***NOTES***

*The Data Protection Act of 1998 applies to all references and commendations. You can read our Data Privacy Notice at* [*https://www.thurnbychurch.com/privacy-policy*](https://www.thurnbychurch.com/privacy-policy)

*The successful candidate will be required to receive an Enhanced Disclosure from the Disclosure and Barring Service.*

*Travelling expenses and subsistence allowance will be allowed to candidates selected for interview.*