Operations Director

**Application Form**

*If you need more space to complete any section please add supplementary pages.*

1. **Personal Details**

Title:

Surname: Forename(s):

Address: Postcode:

Telephone: Mobile:

*May we contact you during working hours?* YES / NO

Email:

Nationality: National Insurance Number:

*If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.*

Do you require a work permit for employment in the UK? YES / NO

If you already have a work permit, when does it expire?:

*Please note that your current work permit might not be valid for this post.*

1. **Education and Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University/ Secondary School(s) | Date From | Date To | Examinations Taken  *(e.g. BA English, A-levels)* | Results |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Present / Most Recent Post**

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Position Held | Dates of Employment |
|  |  |  |
| Description of Duties: | | |
| Reason for leaving: | | |

1. **Previous Employment** – please give full outline and include reasons for any gaps if applicable

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Position Held | Dates of Employment |
|  |  |  |
| Description of Duties: | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer | Position Held | Dates of Employment |
|  |  |  |
| Description of Duties: | | |
| Reason for leaving: | | |

1. **Experience & Approach**

|  |
| --- |
| Please tell us about your spiritual journey to date, mentioning people, books, places and events that have played a significant part (please restrict your answer to one side of A4!). |
|  |
| Please tell us how your skills/experience matches the job profile of Operations Director. |
|  |
| Please tell us why you are applying for this role and why you consider yourself to be suitable for it. |
|  |
| Please summarise your passion for the ministry of church operations and any values that underpin your approach to it (500 word limit). |
|  |
| How would a (hypothetical) friendly critic describe you? |
|  |
| How would a close friend describe you? |
|  |
| Please describe the kind of Church you would feel most at home in. |
|  |

1. **Other Information**

|  |  |  |
| --- | --- | --- |
| Do you hold a current driving license?  *It is not a requirement of the role* | YES | NO |
| Do you consider yourself to be disabled under the Equality Act of 2010? | YES | NO |
| If invited for interview, do you require any assistance/adaptions to help you attend? | YES | NO |
| If Yes, what assistance/adaptions do you require? | | |

1. **Rehabilitation of Offenders Act 1974**

Do you have any criminal convictions? YES / NO

If Yes, please give details on a separate sheet. As the job you are applying for involves working with vulnerable adults and children, all cautions, bindovers, pending prosecutions, spent and unspent convictions must be declared.

1. **References**

|  |  |  |
| --- | --- | --- |
| *Please give the names and addresses of three people who are willing to provide a reference. One must be a Church leader (not a member of the HT staff team), one from a previous employer, and one from a friend.* | | |
| Referee 1 | Referee 2 | Referee 3 |
| Title (Dr, Mr, etc): | Title (Dr, Mr, etc): | Title (Dr, Mr, etc): |
| Full Name: | Full Name: | Full Name: |
| Job Title: | Job Title: | Job Title: |
| Organisation: | Organisation: | Organisation: |
| Address: | Address: | Address: |
| Tel no: | Tel no: | Tel no: |
| Email: | Email: | Email: |
| Can we ask for a reference before interview? YES / NO | Can we ask for a reference before interview? YES / NO | Can we ask for a reference before interview? YES / NO |

1. **Declaration**

I declare that the information I have given in this application for employment form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*As part of the recruitment process, Holy Trinity collects and processes personal data relating to you and your application. We are committed to being transparent about how we collect and use that data and to ensure we meet our data protection obligations. For a more detailed view of the information we collect and how we process it please check out our*[Privacy Notice for Job Applicants.](http://www.htcambridge.org.uk/assets/Documents/Privacy-Notice-for-Job-Applicants.pdf)

To apply, please send a completed application form to [rupert.charkham@htcambridge.org.uk](mailto:rupert.charkham@htcambridge.org.uk) (Please note generic CVs will not be considered.)

For more information email [stuart.browning@htcambirdge.org.uk](mailto:stuart.browning@htcambirdge.org.uk)

Application forms are available on HT’s website: [www.htcambridge.org.uk/job-opportunities/](http://www.htcambridge.org.uk/job-opportunities/)

The deadline for applications is midnight on Sunday 22nd of September; interviews will be held 1st and 2nd of October. Early applications are encouraged.