



Post Applied For: Operations Lead

**1. PERSONAL**

SURNAME	CHRISTIAN NAME
TITLE	GENDER
HOME ADDRESS  POST CODE	TELEPHONE NUMBER:  DAYTIME  EVENING  MOBILE
E-MAIL ADDRESS	DO YOU HAVE A FULL U.K. DRIVING LICENCE?  <b>YES / NO</b>
HAVE YOU RECEIVED A CAUTION OR CONVICTION FOR ANY CRIMINAL OFFENCE (other than a protected caution or offence under the 2013 Exemptions Order to the 1974 Rehabilitation of Offenders Act)?  <b>YES / NO</b>	HAS ANY PREVIOUS EMPLOYER TAKEN DISCIPLINARY ACTION AGAINST YOU?  <b>YES / NO</b>
If the answer to either of the above questions is 'Yes' please provide details on a separate sheet of paper and return it with your application in a sealed envelope marked 'Confidential- For the attention of Matt Harrison'	

We encourage applications from candidates with disabilities and if we can make any reasonable adjustments to facilitate your involvement in this recruitment process, please contact Dawn Evans, Church Administrator.

WHERE DID YOU FIND OUT ABOUT THIS VACANCY?

**EDUCATION (from Secondary School)**

Please list the Schools / College / University you attended and the qualifications obtained.

FROM	TO	Name of school / college / university	Qualifications obtained

Other training, professional qualifications or courses attended

FROM	TO	Institution	Qualifications obtained

## **2. EMPLOYMENT**

Please give details of your employment since leaving school. List your jobs in date order - the most recent first - ensuring that all dates since leaving school are covered. If there are any gaps in employment service, please explain the reason.

<b>From</b>	<b>To</b>	<b>Employer</b>	<b>Position held</b>	<b>Salary</b>	<b>Reason for leaving</b>

Please give a brief description of your duties in your most recent post

<b>Job Title</b>
<b>Description of Duties</b>

### **3. EXPERIENCE**

It is important that all members of staff are in sympathy with the Christian ethos, vision and values of St Paul's Church (see candidate information pack).

Please summarise your spiritual journey to date. You may wish to refer to points of particular growth; significant experiences and challenges; and to churches, authors and people that have influenced you. Please feel free to use more paper or expand the box below if necessary.

**4. SUITABILITY FOR POST**

Please explain the reasons you feel called to this post, and how your previous experience meets the person description and would equip you to carry out the job description. Please feel free to use more paper or expand the box below if necessary.

## 5. SUPPLEMENTARY INFORMATION

Please see the 'About the Post' section of the candidate information pack for the anticipated interview and commencement dates.

If you have any dates for one week either side of that date where you are unavailable for interview, please indicate them below.

If you would be unable to start work by the anticipated commencement date due to contractual or other reasons, please indicate when you would be able to start.

If you were offered the post please indicate below any limitations on the number of total number of hours or the times or days when you would be available to work.

## 6. REFEREES

Please give details of at least two referees. The first should usually be your present or most recent employer, or your most recent place of education if you have recently left education. The second referee should be someone who knows you well and can comment on your personality, character and ability to work as a member of a team.

If you attend a church other than St Paul's, your third referee should preferably be a person in a leadership position at that church or someone else able to comment on your spiritual life.

	Referee 1	Referee 2
Name and occupation		
Address		
Post Code		
Email address		
Telephone number		
Relationship to you		

	<b>Referee 3</b>
Name and occupation	
Address	
Post Code	
Email address	
Telephone number	
Relationship to you	

We may wish to take up references prior to interview. May we take up references immediately? **YES / NO**

If NO, please give reason why not if you would like us to defer.

## **7. DECLARATION**

I confirm that to the best of my knowledge the information I have given on this form is true and correct.

Signed
Date

Please return this application form to:

Dawn Evans  
 PA to the Rector  
 St Paul's Church,  
 Fisherton Street,  
 Salisbury,  
 SP2 7QW  
[dawn@wearestpauls.church](mailto:dawn@wearestpauls.church)

Information on the closing date and when we will contact candidates to invite them to interview is in the candidate information pack. We acknowledge receipt of all applications by email. If you have not received acknowledgement of your application please contact Dawn Evans to confirm it has been received.