

**Application form – Operations Co-ordinator**

**Guidance notes**

Please complete this form and the Equal Opportunities Monitoring form electronically and return to info@stcuthbertsdarlington.org.uk before the closing date.

Curriculum Vitae’s will not be accepted. If you wish to add a covering letter you can do so.

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| **Personal information**

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| --- | --- | --- | --- |
| **Surname** |  | **Forename(s)** |  |
| **Preferred title** |  | **Known as** |  |
| **Address** | **Preferred tel. no** |
|  |  |
| **Email** |
|  |
| **Postcode** |  | **NI number** |  |

**Part A: Current Employment****Present employment (most recent if unemployed)** |
| Employer’s name, address and nature of business: | Job Title: |
| Full-Time or Part-Time & Salary: |
| Date started: |
| Date left: |
| Notice required: |
| Please provide a brief description of your duties and your achievements relevant to the post you are applying for. Please give your reason for leaving if relevant. |

**Part B: Previous employment history**

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| **From/To****Month/Year** | **Name and address of employer and nature of business** | **Position held, brief description of responsibilities and achievements** | **Reason for leaving** |
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**Part C: Education, training and professional qualifications/membership**

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| **Please list all education and qualifications. Please complete in chronological order, starting from the most recent.** |
| **Full name of educational institution** | **Qualifications** | **Grade** | **Dates****(From / To)** |
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| **Training and Development – list relevant training and development undertaken** |
| **Place of study / awarding body** | **Qualification** | **Grade** | **Dates****(From / To)** |
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| **Current membership of professional bodies and professional qualifications** |
| **Name of professional body/qualification** | **Class/Grade of membership** | **Method of study** | **Dates****(From / To)** |
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**Part D: Information in support of your application**

Please use this section to explain your reasons for applying for this position and to describe how you meet the person specification. Examples can be taken from your employment, volunteering, community and extra-curricular activities.

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**Part E: References**

All appointments with St. Cuthbert’s Church include consideration of two satisfactory references. Please provide the names and addresses of two people who know you well and who will be able to comment on your suitability for the post you are applying for. In the event that you are shortlisted for this position, we will contact your referees prior to interviews unless you indicate otherwise. Please inform your referees prior to submitting your application. St. Cuthbert’s Church may wish to contact additional employers identified on your application form but will only do so with your permission.

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| **Referee Number 1: Current/Most recent employer** |
| **Name** |  |
| **Job Title** |  |
| **Phone** |  |
| **Email** |  |
| **Address including postcode** |  |
| **How do you know this person?** |  |
| **May we contact prior to interview?** | **Yes** | **No** |

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| **Referee Number 2: Employer, tutor, priest or similar**  |
| **Name** |  |
| **Job Title** |  |
| **Phone** |  |
| **Email** |  |
| **Address including postcode** |  |
| **How do you know this person?** |  |
| **May we contact prior to interview?** | **Yes** | **No** |

**Disclosure of conviction(s)**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. 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 (Exceptions) Order 1975 (as amended in 2013).

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| **Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** | Yes | No |
| If yes, please give details of date(s), conviction(s), caution(s), reprimand(s) or final warnings(s) and sentence(s) passed. |

**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.

St. Cuthbert’s Church treats personal data collected during the recruitment process in accordance with its statutory obligations on data protection and its data protection policies. Information about how your data is used and the basis for processing your data is provided in the Church’s Privacy Notice and further information is available by contacting info@stcuthbertsdarlington.org.uk

**Declaration**

To the best of my knowledge and belief, I declare that the information supplied by me in each section of this form is complete and correct. I hereby consent to St. Cuthbert’s Church processing the data supplied in this application form for the purposes of recruitment and selection activities, including monitoring.

***Please note:*** *Any false, incomplete or misleading statements may lead to dismissal.*

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| **Applicant’s signature:** | **Print name:** |
|  |  |
| **Date:** |  |

**Please email your completed application form by the closing date to:**

info@stcuthbertsdarlington.org.uk

**Please note:** Your application form must be returned in a Microsoft Word or compatible format to enable Section E to be detached from your job application. Failure to return your application in a Microsoft Word or compatible format may prevent your application being progressed to the shortlisting stage.