Please complete this form accurately and in full as it forms the initial stage in the selection procedure.

**PLEASE NOTE**: Make sure you show us how you fit the requirements set out in the job role, this is how we will decide who to call for interview. If you supply a detailed CV then you need only complete Part 2

|  |
| --- |
| APPLICATION FOR THE APPOINTMENT OF: **DIRECTOR OF OPERATIONS** |

**Part 1**

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname | Initial(s) of other name(s) | |
| Address:  Postcode: | Telephone:  Home:  Work:  May we contact you there? |  |
| Solihull Parish is an equal opportunities employer.  Do you have any disability which may affect your application? **YES/NO** (delete as appropriate)  If yes, please give details and what adjustments we can make to enable you to apply more easily: | | |

**EDUCATION/TRAINING/QUALIFICATIONS**

|  |
| --- |
| Please list all your academic and other qualifications |
| Date Qualification Grade achieved |
| Membership of Professional Bodies |

**RELEVANT NON-QUALIFICATION LEARNING**

|  |  |
| --- | --- |
| Please tell us about other relevant learning that you have taken part in such as courses, mentoring, etc. | |
| Date | Learning |
| **Continue a separate sheet if necessary – please make sure you put your name on each extra sheet** | |

**PRESENT/LAST EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Name and address of present or last employer | | |
| Job Title | | |
| Salary | Date appointed | Notice required/  Date left |
| Please describe your duties and responsibilities | | |

**PAST EMPLOYMENT (MOST RECENT FIRST)**

|  |  |  |
| --- | --- | --- |
| Please tell us about your previous paid and voluntary employment | | |
| Dates  from and to | Employer | Job Title and Duties undertaken |
| **Continue a separate sheet if necessary – please make sure you put your name on each extra sheet** | | |

**Part 2.**

**EXPERIENCE**

|  |
| --- |
| Please give details of your experience in a church setting and what you feel you can bring within a faith community given our vision of Growing Disciples, Building Community and Transforming Lives.  Also please explain why you have applied for this role.  For each of these areas can you set out your experience. Given the breadth of this role we do not expect expertise in all of them, but an idea of your current experience would be helpful.  **IT knowledge including database usage**  **Financial Management**  **Facilities Management** e.g. buildings/scheduled maintenance/cleaning contracts/bookings etc.  **Human Resources**  **Insurance**  **Health and Safety**  **Safeguarding**  **Project Management** |
|  |
| **Communications**  **Team Management** |
|  |
|  |
|  |
|  |

**SALARY EXPECTATIONS**

|  |
| --- |
| What are your salary expectations? Please express this as an annual full-time figure |

**REFERENCES**

|  |  |
| --- | --- |
| Please give names, addresses and status of two referees who can comment as to your suitability for the post. If possible, at least one reference should be from your present/last employer. If you do not wish your referees to be approached before interview, please indicate. | |
| (i) | (ii) |

**YOUR AVAILABILITY**

|  |
| --- |
| When would you be available to start/ what length of notice would you have to work? |

**DECLARATION**

I certify that to the best my knowledge the information I have given is correct. (Providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to Vernon Adams v\_adams2@sky.com along with your CV as soon as possible but no later than Monday 30th September 2019**