

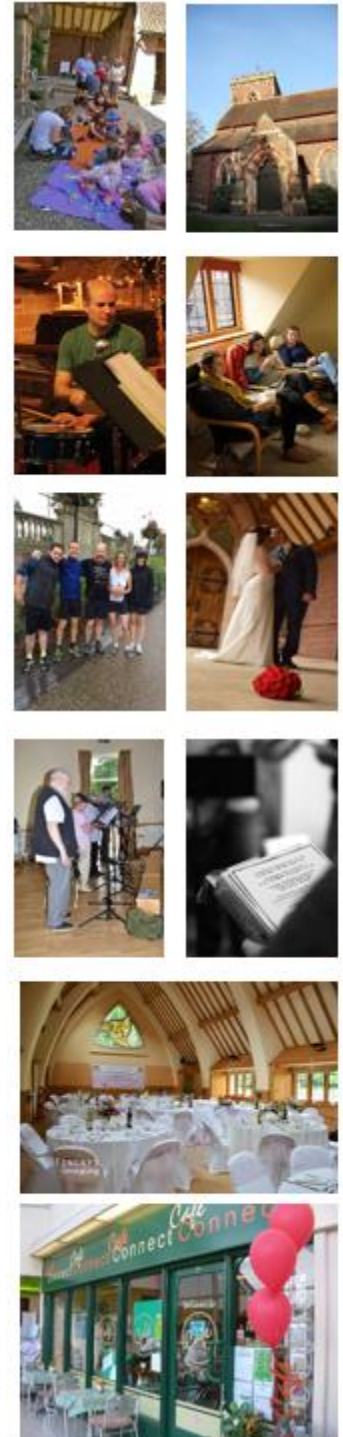
# APPLICATION FORM FOR Operations Manager

To be read and completed in line with the Job Description, Key Tasks, Person Specification and Parish Profile uploaded to website 5<sup>th</sup> July 2021.

**Closing Date for Applications: End of Thursday 29<sup>th</sup> July 2021**  
**Interview Date in Shrewsbury: Thursday 5<sup>th</sup> August (subject to COVID conditions)**

Please return completed application forms to [phil.cansdale@trinitychurches.org](mailto:phil.cansdale@trinitychurches.org) or by post marked 'Private and Confidential' to **Phil Cansdale (Vicar), The Trinity Centre, Church Road, Meole Brace, Shrewsbury SY3 9HF**

*Please complete this form as fully as you can, and enlarge any text boxes as necessary. If you have any questions or queries, please do not hesitate to contact us on 01743 362399.*



<b>Post applied for:</b>	<b>Operations Manager</b>
<b>Where did you see the post advertised?</b>	

<b>PERSONAL DETAILS</b>	
<b>Title</b>	
<b>Surname</b>	
<b>Forename(s)</b>	
<b>Address</b>	
<b>Work tel. no.</b>	
<b>Home tel. no.</b>	
<b>Mobile tel. no.</b>	
<b>E-mail</b>	

<b>CURRENT (OR MOST RECENT) EMPLOYMENT</b>	
<b>Post</b>	
<b>Employer</b>	
<b>Date from/to</b>	
<b>Summary of responsibilities</b>	

<b>PREVIOUS POSTS (Most recent first)</b>				
<b>Employer</b>	<b>Post</b>	<b>From</b>	<b>To</b>	<b>Summary of responsibilities</b>

<b>EDUCATION AND QUALIFICATIONS (Most recent first)</b>			
<b>School / college / university...</b>	<b>From</b>	<b>To</b>	<b>Qualifications</b>

<b>OTHER RELEVANT EXPERIENCE (the boxes will expand to fit more if needed)</b>	
<b>Skills and experience in working in an office environment and managing projects</b>	
<b>Training and personal development in administration, leadership and finance</b>	
<b>Other relevant areas of personal interest or experience</b>	
<b>A key quality in the person specification is “<i>Someone who is a practising Christian, and able to embody and articulate our Christian values and ethos as a Church</i>” If successful please describe how you would seek to fulfil your role within this criteria.</b>	

## STATEMENT IN SUPPORT OF YOUR APPLICATION

**Please indicate clearly how your skills and experience meet the requirements of the post as set out in the Job Description.** You are advised to carefully consider where your skills would contribute to the successful undertaking of the different **key tasks** within this role, and evidence of where your experience would satisfy the essential and desirable criteria of the **person specification**.

*(Continue on a separate sheet if necessary)*

<b>ADDITIONAL QUESTIONS</b>	
<b>If successful, what is the earliest date that you could start the job?</b>	
<b>Do you have any special need or disability which might affect your ability to carry out the tasks required by the post, and for which we may make arrangements should you be called for interview?</b>	

<b>REFEREES</b>		
<i>Please provide details of three referees, including your present or most recent employer. If you are a member of a Church we would usually expect you to include a reference from your congregational / Church leader or equivalent.</i>		
<b>1</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Address</b>	
	<b>Tel. No.</b>	
	<b>E-mail</b>	
<b>May we approach before interview?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>2</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Address</b>	
	<b>Tel. No.</b>	
	<b>E-mail</b>	
<b>May we approach before interview?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>3</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Address</b>	
	<b>Tel. No.</b>	
	<b>E-mail</b>	
<b>May we approach before interview?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		

## **SAFEGUARDING, CHILD PROTECTION and VULNERABLE ADULTS POLICY**

**This position involves regular contact with children, young people and vulnerable adults, and this recruitment is therefore subject to the current vetting and barring procedures in line with diocesan policy and current DBS guidelines and legislation. A copy of the Parish Child Protection Policy and Safeguarding Adults Policy can be made available before interview.**

Do you have any convictions that are not “spent” within the meaning of the Rehabilitation of Offenders Act 1974?

YES

NO

*Because of the nature of the work you are applying for, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are “spent” under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest of confidence and used solely in relation to this application.*

## **DECLARATION**

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of Meole Brace Shrewsbury.

**Signature of Applicant**

**Date**