**A blue and white sign

Description automatically generated**

**APPLICATION FOR THE POST OF**

**OPERATIONS and EVENTS ADMINISTRATOR AT CHRIST CHURCH MAYFAIR**

**Please return this form to roxana@christchurchmayfair.org by 7 June 2024.**

*The information given will be processed for employment selection and will be retained for successful candidates. Applications from unsuccessful candidates will be retained for up to six months. You will be given the opportunity to state any disability needs if called for an interview.*

| **SECTION 1:** PERSONAL DETAILS | | | | | |  | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname and Title: | | | | | | Forename(s): | | | | | |
| Current address:  Postcode: | | | | | | Contact details:  Home telephone:  Work telephone:  Mobile:  Email: | | | | | |
| **SECTION 2:** SECONDARY, FURTHER AND HIGHER EDUCATION | | | | | | | | | | | |
| **Dates** | **Name of educational establishment** | | | **Subjects studied** | | | | | | **Qualifications obtained (include grades)** | |
|  |  | | |  | | | | | |  | |
| **SECTION 3:** PROFESSIONAL / OTHER QUALIFICATIONS (if applicable) | | | | | | | | | | | |
| **Awarding body / qualification** | | | | **Level / grade of membership** | | | | | | **Date obtained** | |
|  | | | |  | | | | | |  | |
| **SECTION 4:** EMPLOYMENT HISTORY AND/ OR VOLUNTARY WORK | | | | | | | | | | | |
| **Present or most recent position:**  **Employer:** | | | | | | | | | | | |
| **Job Title:** | | |  | | | | | **Start Date:** | | | |
| **Short Description of job:** | | | | | | | | | | | |
| Employment History: (*Please list details of one of your previous positions, if applicable, and/ or any other posts held which you consider to be relevant, including voluntary work*) | | | | | | | | | | |  |
| Dates (month/year) | | Employer’s name, address, and nature of business | | | Job title and main responsibilities | | | | Additional Information that you think is relevant | |  |
|  | |  | | |  | | | |  | |  |
| **SECTION 5:** YOUR REASONS FOR APPLYING AND SUITABILITY FOR THIS POST | | | | | | | | | | |  |
| Please explain why you have applied for this position and with reference to the Job Description describe, with examples, how your previous experience, knowledge, skills, and training may help you meet the requirements of the post. (You may continue on a separate sheet if necessary) | | | | | | | | | | |  |
| **SECTION 6:** CHRISTIAN LIFE EXPERIENCE | | | | | | | | | | |  |
| **Christ Church Mayfair is an Anglican church with a conservative evangelical theology. Staff are required to sign the Declaration of Faith which can be found on our website** [**https://christchurchmayfair.org/our-beliefs**](https://christchurchmayfair.org/our-beliefs)   1. **Please tell us how or when you became a Christian or definite in your commitment to Jesus Christ.** 2. **Which churches have you attended regularly in the last few years and what has been your involvement in those churches (e.g. member of fellowship group, youth group leader, etc.)?** 3. **What gifts do you believe God has given you and how have you used them?** | | | | | | | | | | |  |
| **SECTION 7:** ASYLUM AND IMMIGRATION ACT 1996 | | | | | | | | | | |  |
| **Do you require a work permit to work in the UK? YES/NO**  **If yes, do you have one, and (if relevant) when does it expire? YES/NO Expiry date:** | | | | | | | | | | |  |
| **SECTION 8**: REFERENCES | | | | | | | | | | |  |
| Please give details of two people willing to act as your referees. One of them should be a Christian and if possible, the other your present or most recent employer. Ideally, they should have known you for at least two years.  **Please confirm whether we are able to contact your referees before making an offer for a role:**  **Reference 1 Yes/No Reference 2 Yes/No** | | | | | | | | | | |  |
| **Reference 1**  **Name:**  **Address:**  **Telephone No.:**  **Email address:**  **Position and relationship to you:** | | | | | | | **Reference 2**  **Name:**  **Address:**  **Telephone No.:**  **Email address:**  **Position and relationship to you:** | | | |  |
| **Please tick here to confirm that you have no objection to us gaining sensitive and non-sensitive information from either of your referees.** | | | | | | | | | | |  |
| **SECTION 12:** DECLARATION | | | | | | | | | | |  |
| **By signing and returning this application form, I consent to the charity obtaining, keeping, using and producing information relating to my application in line with the requirements of the Data Protection Act 2018. I understand and give my consent that if I am appointed, this application form will become part of my personal file and that if I am not appointed, all manual and electronic records will be deleted after a period of 12 months from all relevant filing systems. This data processing is necessary for entering into a contract with CCM.**  **The information contained within this form will be used to consider whether to offer any position, the terms on which to make such an offer, to answer any reasonable queries about the application, to verify its authenticity, and to monitor the recruitment process.**  **I confirm that the information given in this application is, to the best of my knowledge, true and complete. I acknowledge that any false statement or material omission may be sufficient cause for my application to be rejected, or if employed, my dismissal. By signing and submitting this application I signify my own acceptance of CCM’s Statement of Faith which I have seen and which I am willing to sign in the event of my being offered the role by CCM.**  **I understand that the appointment if offered will be subject to the information on this form being accurate and complete, and results of references, proof of right to work in the UK, and a DBS check all acceptable to the appointing officer.**  **Signed: Date:** | | | | | | | | | | |  |