

## Application form

### 1. PERSONAL DETAILS

<b>Post applied for:</b>	<b>Change Manager (Operations)</b>		
<b>Where did you hear about the post?</b>			
<b>Surname:</b>			
<b>First Name(s):</b>			
<b>Postal Address:</b>			
		<b>Postcode:</b>	
<b>Telephone Number</b>	<b>Mobile:</b>		
	<b>Daytime:</b>		
	<b>Other:</b>		
<b>Email Address:</b>			
<b>NI Number:</b>			
<b>Nationality:</b>			
<b>Immigration Status:</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have the legal right to work in the UK?			
If yes, please write in any conditions (e.g. end date, Visa type, etc.):			
Do you have any Criminal Convictions not "spent" under the Rehabilitation of Offenders Act 1974?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please supply further details:			
<b>Current Job:</b>			

## 2. REFERENCES

Please give the name, email address and phone number of two referees as described.

<b>Employer</b> (Preferably your current employer)		
<b>Surname:</b>		
<b>First Name:</b>		
<b>Postal Address:</b>		
		<b>Postcode:</b>
<b>Telephone number</b>	<b>Mobile:</b>	
	<b>Daytime:</b>	
	<b>Other:</b>	
<b>Email Address:</b>		
Please indicate here if you would prefer us <b>not</b> to contact them prior to interview		<input type="checkbox"/>

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<b>Employer/personal</b>		
<b>Surname:</b>		
<b>First Name:</b>		
<b>Postal Address:</b>		
		<b>Postcode:</b>
<b>Telephone number</b>	<b>Mobile:</b>	
	<b>Daytime:</b>	
	<b>Other:</b>	
<b>Email Address:</b>		
Please indicate here if you would prefer us <b>not</b> to contact them prior to interview		<input type="checkbox"/>

### 3. WORK HISTORY

Please list and describe your work experience to date, beginning with the most recent. Please account for any gaps in employment.

PLACE (Name and Address of Employer)	DATES (From-To, Month/Year)	POSITION	MAIN DUTIES/ROLES	SALARY

Please reprint this page, or use a blank sheet to add more employment history.

#### 4. GENERAL EDUCATION

SCHOOL/ UNIVERSITY	DATES	QUALIFICATIONS
School		
University		

#### 5. TRAINING COURSES

NAME OF COURSE AND ORGANISER	DATE/DURATION	MAIN PURPOSE/BENEFIT

Please reprint this page, or use a blank sheet to add more education/training history.

## **6. PERSONAL EVALUATION**

- a) What are your particular personal strengths? How would a good friend describe you?
- b) What are your particular personal weaknesses? How would a penetrating critic describe you?
- e) What have you generally found to be most challenging?
- i) What do you consider to be your greatest achievement to date?
- j) What makes you want to apply for this post?
- k) Why do you want to leave your present job?

## **7. WORK EXPERIENCE**

Give brief details including recent examples of your relevant experience in the following areas:

- a) change management
- b) interpreting financial management information
- c) project management
- d) experience of a large church and/or faith based organisation
- e) leading a team and/or taking leadership responsibility
- f) building Projects and/or office relocation and/or property management

## **8. COMPETENCIES AND SKILLS**

Give brief details including recent examples of where you have successfully demonstrated the following competencies and skills:

- a) Sympathy and support of the Christian ethos and vision of a church like St Barnabas and of New Wine values
- b) Flexibility, self-starting, taking own initiative and taking responsibility
- c) Outstanding interpersonal skills and ability to both be a team player and to get the best out of others

- d) Clear mind, able to analyse situations, think strategically, innovate and apply common sense
- e) Dealing successfully with the impact of change on an organisation
- f) Excellent organisational skills, accuracy and attention to detail
- g) Excellent communication skills
- h) Excellent IT (Microsoft Office or equivalent) skills
- i) Working well under pressure, and switching off when not at work
- j) Contributing to organisational development and growth

**9. HOBBIES AND INTERESTS**

- a) How do you best like to relax on your days off?
- b) What are your current hobbies and interests?