

Application Form for Operations and Events Manager

Please complete this form electronically or in your own handwriting using black ink and return it with a copy of your CV to arrive by 12:00 (noon) on 11th May 2017.

By post: St John's Church Office (Operations Manager Application), The Old Vicarage, 24 St John's Hill, Woodbridge, Suffolk IP12 1HS

By email: wardens@stjohnswoodbridge.org.uk with a subject of "Job Application"

If you are filling in the form by hand and require more space when answering any question please continue on a separate sheet of paper.

Personal details

Surname:		Title:	
First Name(s):		Marital status:	
Address:			
Telephone (Day):		Telephone (Evening):	
Email:		Telephone (Mobile):	
Do you hold a full driving licence (Yes/No):			

Please list academic, professional and any other relevant qualifications with dates and grades gained

Institution	Subject	Grade	Date

Employment

Please give details of your employment history - beginning with your present/ most recent job

Employer	Role	Dates	
		From	To

Health

How would you describe your general state of health?

Please list any serious illnesses you have had (with dates) and any recurring illnesses or allergies

Illness	Dates	
	From	To

Do you have a registered or other disability? Please give details

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Equal Opportunities Monitoring (Optional)

As part of our equal opportunities policy, we monitor all applications for advertised posts. If you are happy to provide the information, please answer the following question, which will be held confidentially and will not affect the appointment process.

How would you describe your ethnic origin?

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Operations and Events Manager

Describe your experience of managing day to day operations within an organisation

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Describe your experience of managing significant projects or public events

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Describe your experience of leading and coordinating teams of staff and volunteers

Describe your experience of starting and developing a new initiative

Give an example where you have had to lead and manage a team through a difficult time

What is your experience of maintaining and updating policies and procedures, including regulatory issues?

What actions have you personally taken to maintain and update your skills?

Areas of interest outside work (study, hobbies or recreation)

Why do you feel that you would be suitable for the post?

References

Please give the name and addresses of two referees (only to be used for those short listed). One of the referees should be your present (or most recent) employer.

Name:		Title:	
Address:			
Telephone:			
Email:			
Your relationship to referee:			

Name:		Title:	
Address:			
Telephone:			
Email:			
Your relationship to referee:			

Do you wish to be contacted before these references are taken up? (Yes/No)	
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(Note: References will be taken up after short listing and prior to interview)

I declare that the information in this application form is correct and that, if the position is offered, will form the basis of a contract of employment.

Signature:		Date:	
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