

Position applied for:	FACILITIES MANAGER, ST MARTIN'S CAMBRIDGE	
Return completed form to:	By Email: office@stm.org.uk	By Post: St Martin's Church, Suez Road, CB1 3QD

EMPLOYMENT HISTORY

Present post		Date started
Employer		Salary
Major duties and responsibilities		
Previous posts (please start with the most recent)		
Job title	Employer	Dates (Start-End)

EDUCATION/TRAINING

Further/higher education	Qualifications/grade
Secondary education	Qualifications/grade

IT related Skills. Please indicate proficiency			
<i>Proficiency</i>	<i>Basic</i>	<i>Working</i>	<i>Expert</i>
MS Word			
MS Excel			
Email			
Google Docs			
Bookkeeping			
Other relevant training, professional qualifications or work-related skills <i>(for example languages, shorthand, etc.)</i>			
Are you undertaking any course of study at present? <i>(if so, please give details)</i>			
Do you have membership of any professional bodies? <i>(if so, please give details, including any offices held)</i>			
Pre-existing commitments you would like taken into consideration. <i>(specify frequency and duration)</i>			

It is the Employer's policy to verify the qualifications of all successful job applicants.

Supporting information
Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.

Other details		
What is the notice required in your present post?		
Is your present post your sole regular employment?	Yes	No
Are there any restrictions on your right to work in the UK?	Yes	No
If yes, please state restrictions and the expiry date of any permissions.		
Do you have a full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
Do you have use of a car?	Yes	No
Where did you see the advertisement for the post?		

(Optional) Equal opportunities / Special arrangements		
Would you like any special arrangements to be made for your [interview/assessment test]	Yes	No
If "yes", please give brief details of how we might be able to accommodate your needs during your [interview/assessment test].		
St Martin's Church PCC are an equal opportunities employer: If you require any adjustments to your workplace or require support with regards to the fulfilment of your role, such as glasses for ICT related tasks, provision will be made following a successful interview.		

REFERENCES

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer. The other should be from a Christian leader at your local church who can vouch for your Christian faith.

References for shortlisted candidates will be taken up before interview unless you request otherwise. If you would prefer us not to approach your current employer initially, please provide details of a previous employer referee. Note a reference from your current employer will be requested if an offer is made.

1. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Email:	Email:
Occupation:	Occupation:
Time known:	Time known:
May references be taken up before interview? YES/NO	May references be taken up before interview? YES/NO

PERSONAL DETAILS

Surname:	
Forenames:	
Current address:	
Day time telephone number:	
Evening telephone number:	
Email:	

Data protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with our **Data Privacy Notice** which contains information about how your data is used and the basis for processing your data.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

.....
Applicant's signature:

.....
Date:

Note: Any false, incomplete, or misleading statements may lead to dismissal.