

Position applied for:	Office Manager, St Martin's Cambridge
Return completed form to:	By email: wardens@stm.org.uk By Post: St Martin's Church, Suez Road, Cambridge, CB1 3QD

Employment history

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

Education/training

Secondary education:	Qualifications/grade:		
Further/higher education:	Qualifications/grade:		
IT related Skills: (please indicate proficiency by a tick (✓) mark)			
Proficiency	Basic	Working	Expert
MS Word			
MS Publisher			
MS Excel			
Email			
Bookkeeping			
Other relevant training, qualifications, or work-related skills: (e.g. languages, shorthand, etc)			
Are you undertaking any course of study at present? (please give details)			
Are you a member of any professional bodies? (please give details, including any offices held)			
Note: It is the our policy to verify the qualifications of all successful job applicants.			

Supporting information:

Please provide any details you feel are relevant in support of your application, including why you are interested in this post (use the 'Additional Notes' page if necessary).

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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 below.		
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 (please specify below)?		

(Optional) Equal opportunities / Special arrangements:

Would you like any special arrangements made for your interview?	Yes	No
If "yes", give details of how we might be able to accommodate your needs during your interview.		
<p>St Martin's Church PCC are an equal opportunities employer. If you require any adjustments to your work place, or support to fulfil the role, provision will be made following a successful interview (e.g such as glasses for ICT related tasks).</p>		

Additional Notes:

References:

Please provide details of two referees, stating how long you have known them. One should be your current, or most recent employer.

References for shortlisted candidates will be taken up **before** interview unless you request otherwise. If you would prefer not to please give us the details of your previous employer. However, a reference from your current employer will be needed before being offered the job. The other reference should be from a Christian leader at your local church who can vouch for your Christian faith.

Reference 1 Name:	Reference 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 Regulations (GDPR). Individuals have, on written request, the right of access to personal data held about them.

St Martin's Cambridge PCC treats personal data collected during the recruitment process in accordance with its data protection policies. Information about how your data is used and the basis for processing your data is provided in PCC Data Privacy Notice.

Applicant Declaration:

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

Applicant's signature

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Signature

.....

Date

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