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**APPLICATION FORM**

**FOR THE POSITION OF**

**OPERATIONS COORDINATOR**

Please ensure that you answer all questions as the information will be used to help decide which candidates to invite for interview. This form can be typed or handwritten in black ink and extra sheets may be added if you need more space.

## PERSONAL INFORMATION

The personal information required below is not part of the selection process but is needed for our employment records.

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| **Full Name:** |
| **Full Address:**  |
| **E-mail:**  |
| **Phone:**  |

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| **Please tell us if you have any special requirements if you are invited for interview:**  |

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| **If appointed, when would you be able to start?**  |

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| **Eligibility to work in the United Kingdom** |
| Are there any restrictions to your residence in the UK which might affect your eligibility to work? |   |

**EDUCATION/QUALIFICATIONS**

Please tell us about your qualifications, giving details and dates gained:

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name and Address of Establishment** | **Courses taken and qualifications gained** |
| **From** | **To** |
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## EMPLOYMENT HISTORY

Please tell us about the jobs you have held, beginning with the most recent and giving clear dates, details of your employer, the job you did and your reasons for leaving.

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| --- | --- | --- |
| **Dates** | **Name and Address of****Employer** | **Position Held, Responsibilities, Reason for leaving** |
| **From** | **To** |
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# CHRISTIAN EXPERIENCE

Please give a brief account of your conversion and growth as a Christian, including any church memberships.

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**PERSONAL STATEMENT**

Please tell us why you are applying for this post, showing what relevant skills and experience you bring with you, in line with details outlined in the Job Specification. Refer to experience gained at work and in any voluntary capacity, and tell us why you are particularly suited to becoming our Operations Coordinator.

(Please continue on a separate sheet if needed.)

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**REFERENCES**

Any offer of employment will be dependent upon satisfactory references. Please provide the names and full contact details of two referees, who should be known to you personally, but not be a family member. One referee should be your most recent employer. They will be asked to give information about your personal qualities and suitability for the position applied for.

**FIRST REFEREE:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Full Address:** |  |
| **Email:** |  |
| **Phone no:** |  |
| **Capacity in which they are known to you:** |  |

## SECOND REFEREE:

|  |  |
| --- | --- |
| **Name:** |  |
| **Full Address:** |  |
| **Email:** |  |
| **Phone no:** |  |
| **Capacity in which they are known to you:** |  |

Please note that as the postholder will be in contact with children, young people and vulnerable adults, any appointment will be subject to satisfactory checks, including an enhanced DBS check.

**HOURS**

**The Operations Coordinator role is being advertised with the following hours:**

16-20 hours per week to be agreed with the successful candidate.

Hours to be worked Monday to Friday, with flexibility around working pattern. Term-time only may also be considered. Home working is an option for some of the time.
One Monday evening a month will make up part of your paid time each month (to attend Church Leaders’ Meeting).

**Please give some indication of availability/preference for working pattern in line with these terms.**

**This will be discussed further at interview and then agreed with the successful candidate before starting the role.**

**DECLARATION**

I declare that the information in my application for employment is true and accurate. I understand that if any part of my application is found to be false then any offer of employment made to me may be withdrawn.

|  |  |
| --- | --- |
| **Signed:**  | **Date:**  |

**Please return to office@qbc.org.uk by Friday 25th October 2024.**