**Application For the**

**Operations and Office Coordinator**

Please complete and return this form to: [jobs@stmarkshaydock.org](mailto:jobs@stmarkshaydock.org) or St Mark’s Church, West End Road, Haydock, St. Helens, Merseyside WA11 0AX

Completed application forms must be returned by

11pm on Sunday 24th August

It is essential that this form is completed in full

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| --- |
| St Mark’s Church is committed to Equal Opportunities and welcomes applications regardless of disability, sex, marital status, race, colour, nationality, ethnic or national origins. |

CV’s will not be accepted

*If you are writing on this form, please use* ***black ink***

**PERSONAL DETAILS**

**NAME:**

**ADDRESS:**

**POSTCODE:**

**LANDLINE NUMBER:**

**MOBILE NUMBER:**

**EMAIL:**

**DECLARATION**

|  |
| --- |
| **Rehabilitation of Offenders Act**  Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’. (However, this post is **exempt** from the above Act, therefore, **ALL** convictions and any cautions or bind-overs must be declared and cannot be regarded as ‘spent’).  Have you ever been convicted of a criminal offence? Yes/No  Do you have any criminal charges or summonses pending against you? Yes/No  Having a criminal record will not necessarily bar you from working with us. |

**Personal Statement**

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| --- |
| Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space. |

**Work History**

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of employer** | **Job title and summary of duties** | **Reason for leaving** |
| **From** | **To** |  |  |  |
|  |  |  |  |  |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Place of study** | **Qualifications attained** |
| **From** | **To** |  |  |
|  |  |  |  |

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| Membership of Professional Bodies (if applicable) |

**References**

Please give the names, addresses and telephone numbers of two persons who we may approach for a reference. One of these should be your present/last employer or tutor.

**NAME:**

**ADDRESS:**

**POSTCODE:**

**LANDLINE NUMBER:**

**MOBILE NUMBER:**

**EMAIL:**

**The capacity in which you know referee:**

**May we approach this referee for a reference now?** Yes/NO

**NAME:**

**ADDRESS:**

**POSTCODE:**

**LANDLINE NUMBER:**

**MOBILE NUMBER:** ……………………………………………………………………………………………………..

**EMAIL:**

**The capacity in which you know referee:**

**May we approach this referee for a reference now?** Yes /No

**Personal Requirements**

**Disabled Applicants**

If invited to interview, are there any special arrangements that you would like to be made for you?

**Where did you hear about this vacancy?**

**Declaration**

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

|  |  |
| --- | --- |
| Signature | Date |

a digital signature is acceptable if returning by email

## **CONFIDENTIAL**

MONITORING SHEET

Equal Opportunities Monitoring Sheet

POST : Church Operations & Office Co-Ordinator

St Mark’s Church aims to be an equal opportunities employer and service provider, irrespective of race, gender, age, disability etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

1. Gender Male Female



2. Age <35 >35-49 50+



3. Disability Do you consider yourself to have a disability?

Yes No



4. Ethnic Origin What do you regard as your ethnic origin?



White Asian Indian

Black Caribbean Asian Pakistani

Black African Asian Bangladeshi

Mixed Heritage Asian Chinese

Other

(please specify)