*Please complete this form electronically, and email to* ***recruitment@citychurchcambridge.org.uk****. If you are selected for interview, you will be asked to sign a paper copy of the completed form.*

*Please read the Job Description carefully and give details in this form of how you will be able to perform the duties described there.*

# the information you supply on this form will be treated in confidence and USED SOLELY FOR THIS RECRUITMENT PROCESS.

|  |  |
| --- | --- |
| Post Applied for | FACILITIES MANAGER |

# PERSONAL DETAILS

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Address  | Click or tap here to enter text. |
| Contact phone number(s) | Click or tap here to enter text. |
| Click or tap here to enter text. |
| What period of notice are you required to give to your present employer?  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Are you free to remain and take up employment in the UK? | [ ]  |
| *Proof of eligibility to work in the UK will be required at interview. For acceptable documents please see* [*https://www.gov.uk/legal-right-work-uk*](https://www.gov.uk/legal-right-work-uk) |

# REASONABLE ADJUSTMENTS/ARRANGEMENTS FOR INTERVIEW

|  |
| --- |
| *Do you require any special arrangements for interview and/or to help you take up this role?* *Please also contact us if you need this form in an alternative format* |
| *Click or tap here to enter text.* |

# DECLARATION OF INTEREST

|  |
| --- |
| *Are you closely connected to any of the staff or trustees of City Church? If so please state their name and the nature of the relationship.* |
| Click or tap here to enter text. |

# EMPLOYMENT AND WORK EXPERIENCE

|  |
| --- |
| *Please describe briefly any work (whether paid or unpaid) which you have undertaken, starting with your current or most recent job, and working backwards, adding extra sections as required.* |
| CURRENT OR MOST RECENT JOB |
| **Position Held:** | Click or tap here to enter text. |
| Dates:  | from  | Click or tap to enter a date. |
|  | to  | Click or tap to enter a date. |
| Name and address of employer: | Click or tap here to enter text. |
| Line Manager: | Click or tap here to enter text. |
| Brief Description of duties: | Click or tap here to enter text. |
| Reason for leaving: | Click or tap here to enter text. |
|  |
| PREVIOUS JOB(S) |
| **Position Held:** | Click or tap here to enter text. |
| Dates:  | From  | Click or tap to enter a date. |
|  | To  | Click or tap to enter a date. |
| Name and address of employer: | Click or tap here to enter text. |
| Line Manager: | Click or tap here to enter text. |
| Brief Description of duties: | Click or tap here to enter text. |
| Reason for leaving: | Click or tap here to enter text. |
|  |  |
| **Position Held:** | Click or tap here to enter text. |
| Dates: | From  | Click or tap to enter a date. |
|  | To  | Click or tap to enter a date. |
| Name and address of employer: | Click or tap here to enter text. |
| Line Manager: | Click or tap here to enter text. |
| Brief Description of duties: | Click or tap here to enter text. |
| Reason for leaving: | Click or tap here to enter text. |

# EDUCATION

|  |
| --- |
| *Please indicate all qualifications starting with the most recent.* |
| **School/college/university** | **From**  | **To** | **Qualifications gained, subjects and grades** |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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# Information in Support of your Application

|  |
| --- |
| *Please refer to the Job Description and say why you should be considered for this post by giving examples and case studies. Please include all relevant information whether obtained through formal employment or voluntary/leisure activities. Add anything else you want to say in support of your application* |
| Click or tap here to enter text. |

# REFERENCES

|  |
| --- |
| *Please give the names and addresses of referees from your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.* |
| **Reference 1** |
| Name: | Click or tap here to enter text. |
| Job Title: | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| How is this person known to you? | Click or tap here to enter text. |
|  |
| **Reference 2** |
| Name: | Click or tap here to enter text. |
| Job Title: | Click or tap here to enter text. |
| Organisation: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Phone: | Click or tap here to enter text. |
| Email: | Click or tap here to enter text. |
| How is this person known to you? | Click or tap here to enter text. |

**DECLARATION**

|  |
| --- |
| *To be signed by the applicant at interview* |
| 1. I acknowledge that an appointment, if offered will be subject to satisfactory references which are acceptable to City Church Cambridge
2. I agree that City Church Cambridge can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with GDPR
3. I declare that the information given on this form is correct and understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.
 |
| Signed: | Date: |