**Reading Gateway Church**

**Application Form:** **Operations Manager**

**ALL candidates must complete this application form.**

Please continue on separate pages if necessary.

Please return the completed application form to:

Revd Nick Hill

Reading Gateway Church

292 Northumberland Avenue, Reading RG2 8DE

Or email nickhill@readinggateway.church

# 1. PERSONAL INFORMATION

Name:

Address:

Telephone:

Email:

National Insurance Number:

# 2. EDUCATION & QUALIFICATIONS

Please list in reverse date order (starting with most recent). Only give the number of GCSEs / O levels.

# 3. EMPLOYMENT & OTHER RESPONSIBILITIES

Please list in reverse date order (starting with most recent) a summary of church and secular employment and any relevant voluntary work (with dates).

# 4. EXPERIENCE & SKILLS

# Please describe, in particular, any experience in: HR, Safeguarding, Health & Safety and GDPR church and secular regulation; governance; operational strategic thinking; developing, reviewing and overseeing the implementation of, policies and procedures; drafting applications; working under pressure or in challenging situations; IT skills.

# 5. Christian journey: Please briefly summarise your Christian journey, including your standing in your current church.

# 6. MOTIVATION

# Briefly summarise why you have applied for this role.

# 7. YOUR CIRCUMSTANCES

**Right to work**: Do you currently have the right to work in the UK? YES / NO

**Disability Access:** Do you require special access for the purposes of an interview? YES / NO

*If yes, please describe any special conditions or adjustments required on a separate sheet*

**Convictions:** Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? YES / NO

*If yes, please supply further details on a separate sheet.*

**Note**: This post is subject to a satisfactory enhanced DBS check.

# REFERENCES

*References will be taken up after interview.*

Please provide the names and addresses of 2 or 3 referees who are not related to you.

**Referee 1** should be from your current (or most recent) manager or equivalent at your most recent place of work (volunteering or paid). (Please indicate if you would prefer this reference not to be taken up until you have been offered the post subject to satisfactory references.) If your most recent work is not relevant to this post, ***please also supply a third referee,*** as detailed below.

**Referee 2** should be personal.

**Referee 3**, if required, should be some-one who has (or had) direct knowledge of your skills / experience relevant for this Operations Manager post.

**Referee 1**

Name

Address

Phone

Email

Capacity in which they know you:

**Referee 2**

Name

Address

Phone

Email

Capacity in which they know you:

**Referee 3**

Name

Address

Phone

Email

Capacity in which they know you:

**9. CONSENT**

If successful in my application, I agree to complete a Confidential Declaration form, and to apply for a Disclosure from the Disclosure & Barring Service. I recognise that, under the Diocesan Policy on the recruitment of ex-offenders (page 8 of Protecting Children in the Diocese of Oxford, June 2005), having a criminal record will not necessarily be a bar to obtaining the position for which I have applied.

I confirm that, to the best of my knowledge, the information given on this form is correct. I understand that false information could lead to dismissal. I consent to the data processing of the information I have given on this form as defined under the Data Protection Act 1998 for the purposes of employment with Reading Gateway Church.

Signed: Date: