**APPLICATION FORM FOR THE POSITION:**

**Community Development Manager – The Hill Sports and Community Centre**

Please complete this form using black ink.

1. **Personal details**

Surname………………………………………………………. Title (Mr/Mrs/Ms/Miss/Rev) …………………………

First name(s) ………………………………………………………………………………………………………………………….

Address……………………………………………………….. Telephone (home) ……………………………………….

……………………………………………………………………. (work) ……………………………………….

……………………………………………………………………. (mobile)…………………………………………

Do you need a work permit to work in the UK? ………………………….

2. **Qualifications:**

Please list colleges /secondary schools you have attended and qualifications gained. Please include any relevant part time or short courses.

SCHOOL / COLLEGE DATES ATTENDED QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
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|  |  |  |
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**3. Employment history**

Present or most recent employer …………………………………………………………………………………………

Date of employment …………………………………………………………………….

Position held ………………………………………………………………………………………………………………………….

Outline of duties and responsibilities …………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………

Starting with the most recent, please list below the positions you have held (please continue on separate sheet if necessary):

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Position | Start Date | End Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**4. Please give details of any relevant voluntary work:**

**5. Hobbies / interests:**

**6. Personal statement:**

Please explain the skills, experience and attributes you will bring to the post,why you believe you are suited to the role’s key responsibilities and core capabilities (Please continue on a separate sheet if necessary)

**7. General information**

Do you hold a full, clean, current driving licence? Yes/No

**This post involves working with young people and therefore any offer of employment will be subject to a satisfactory enhanced CRB check.**

Have you ever been convicted or cautioned with respect to a criminal offence?

If yes, please give details:

…………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………

**8. Health**

Please state how many days off you have had due to ill health over the last 2 years.

…………………………………………………………………………………………………………………………………………………

Please give details of any medical conditions or disabilities which may have an impact on your ability to carry out the responsibilities of the post.

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**9. References**

Please give the name and address of 3 referees who have known you for at least two years. One should be a recent employer. References will only be sought for short-listed applicants.

1. **Name**

**Status**

**Address**

**Email**

**Telephone Number**

**………………………………**

**2. Name**

**Status**

**Address**

**Email**

**Telephone Number**

**……………………………..**

**3. Name:**

**Status:**

**Address:**

**Email:**

**Telephone Number:**

……………………………..

I declare that the information provided in this application is correct and I consent to the taking up of references if shortlisted.

Signed ……………………………………………………………………. Date ……………………………………………………

Completed application forms should be returned to:

bcc@banburycommunitychurch.com

Please Header: Community Development ManagerApplication

**Closing Date for applications: Monday June 1 2020**