



APPLICATION FORM

Post Applied for:	COFFEE SHOP MANAGER
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NAME & CONTACT DETAILS

Name (in block capitals):			
Address and post code:			
Telephone:	Mobile:	Home:	Work:
E-Mail:		May we call you at work?	Yes / No

EMPLOYMENT

Please provide a full job history in date order - most recent first - including part-time and voluntary work as well as full-time employment. Please give explanations for periods not in employment or education/training.

Present or Most Recent Employment	Title and Key Duties of the Post/Activity	Employer's Names and Address	Full time/ part-time/ voluntary?	Current salary

From / To (month & year)	Title and Key Duties of the Post/Activity	Employer's Names and Address	Full time/ part-time/ voluntary?	Reason for Leaving
When is the earliest you could take up the appointment?				

Please enclose a continuation sheet if necessary

Please give details below of any time gaps not indicated above

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TRAINING

Provide details of any training you have undertaken which is relevant to this post

Date	Course Title & Details	Organising Body

Provide details of any professional bodies of which you are a member

Date Admitted	Name of Professional Body

EDUCATION

From / To (month & year)	Name of University/College or other Further Education centre	Subjects and Qualifications attained

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OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS TO SUPPORT YOUR APPLICATION

The job description and person specification detail areas of knowledge, experience and skills required for this role. Use the following four sections to tell us about yourself. Take up to 250 words on each section, or on a separate document.

Skills & work life...
Maximum 250 words.

Experience & achievements - please outline any specific achievements and show how they could be applied to this role...
Maximum 250 words.

Motivation & vision - what inspires you about this opportunity?
Maximum 250 words.

Other information that you would like the shortlisting & interview panel to know...
Maximum 250 words.

<p>You will be working for a Community Project linked to a Parochial Church Council, which is part of the Church of England, which is committed to New Wine values. Can you support this?</p>	<p>Yes/No</p>
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REFERENCES

Please give the names and addresses of two referees who have knowledge of your work and character, covering the last 3 years of your employment, where possible. References will not be accepted from relatives, or from people writing solely in the capacity of friends. The third reference should be from your minister or the person in oversight for you.

Title and name	
Address and postcode	
Telephone number	
Email address	
Relationship to applicant	
May we approach him/her without further reference to you?	Yes / No

Title and name	
Address and postcode	
Telephone number	
Email address	
Relationship to applicant	
May we approach him/her without further reference to you?	Yes / No

Title and name	
Address and postcode	
Telephone number	

Email address	
Relationship to applicant	
May we approach him/her without further reference to you?	Yes / No

PERSONAL INFORMATION

Number of hours per week you would like to work	
Do you hold a current full driving licence?	Yes/No
Do you have regular use of a vehicle?	Yes/No
National Insurance Number	
Are there any restrictions on you taking up employment in the UK?	Yes/No If yes please provide details separately
How many days absence due to sickness have you taken in the past 12 months?	
Have you ever been convicted of a criminal offence?	Yes/No If yes please provide details separately
Are you living with someone who has been barred from working with children or vulnerable adults (DBS)?	Yes/No
Are you living in the same household as someone who has been barred from working with children under the Childcare Act 2006?	Yes/No
Have you had any health problem(s) which might affect your work with children under the age of eighteen?	Yes/No

I declare that to the best of my knowledge and belief, the information provided in this form is true and complete. I understand that, if it is subsequently found to be false or misleading, this will result in my application being rejected, or withdrawal of any offer of employment.

Signature: _____

Date: _____

Print Name: _____

Once completed, please return by email to vicarjohnny@gmail.com