**GREEN LANE BAPTIST CHURCH**

*Sharing and serving Jesus Christ.*



# 

# APPLICATION FORM

**CHURCH CENTRE MANAGER**

**PART TIME CONTRACT (22.5 hours)**

**Closing date – Wednesday 31st July 2019**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | |
| Title |  | | | | Photo | |  | | |
| Surname |  | | | |  | |  | | |
| Full Christian Name |  | | | |  | |  | | |
| Name normally used |  | | | |  | |  | | |
| Nationality |  | | | |  | |  | | |
| Eligibility to work in UK *(documentary evidence required)* | | | | |  | |
| UK passport  □ | Visa Required Leave to remain  □ □ | | | |  | |
| Permanent Address |  | | | | | | | | |
| Telephone |  | | | Mobile No | |  | | | |
| Email address |  | | | | | | | | |
| Telephone no. where you can be contacted on or after Wednesday 31st July 2019, if different from above | | | | | |  | | | |
| **JOB APPLICATION** | | | | | | | | | |
| **EDUCATION** | | | | | | | | | |
| School Examinations (add lines or continue a separate sheet if needed) | | | | | | | | | |
| O level / GCSE and equivalent | | | | A Level | | | | | |
| Subject | | Date | Grade | Subject | | | | Date | Grade |
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| Subsequent technical / professional / college / university education or training (add lines or continue a separate sheet if needed) | | | | | | | | | | | |
| Date | | Institution | Subject | | | | | Qualification | | Grade / Class of  Degree | |
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| **JOBS / WORK EXPERIENCE** | | | | | | | | | | | |
| Jobs (with dates) since you left school (add lines or continue on a separate sheet if needed) | | | | | | | | | | | |
| Dates | Company / Institution | | | Job Title | | Brief description of role | | | | | |
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| **ADDITIONAL TRAINING COURSES RELEVANT TO THE POST** | | | | | | | | | | | |
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| Do you have a current Disclosure & Barring Service (DBS) disclosure? | | | | | Yes □ | | Date of Issue | |  | | No □ |
| If not, do you consent to undertake a disclosure? | | | | | Yes □ | | | | | | No □ |
| What particular aspects and skills of your current and previous work and experience make you believe you are suitable for this role? | | | | | | | | | | | |
| You will work collaboratively with the Minister, other church members and with a combination of and project volunteers plus employees representing our partner agencies. Describe your past experience of working in a team environment. | | | | | | | | | | | |
| What attracts you to the role of Mend-It Coordinator? | | | | | | | | | | | |
| How do you see the role of Mend-It Coordinator contributing to Green Lane Baptist Church? | | | | | | | | | | | |
| Is there any other information about your experience, interests and gifts which you wish Green Lane Baptist Church to know as they consider your application? | | | | | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Do you have any medical conditions that may affect your application? If ‘Yes’ are there any reasonable adjustments, which you feel, should be made to the recruitment process to assist you in your application to the post? | | | | | | |
| Please state the dates you will not be available if invited for an interview? | | | | | | |
| How did you find out about this post at Green Lane Baptist Church? | | | | | | |
| **REFERENCES** | | | | | | |
| Please give details of two people, preferably including a recent employer, who know you well and can report on your suitability for the different aspects of the post outlined in the job description. References will be taken up prior to confirmation of appointment. | | | | | | |
| Name |  | | | Telephone | |  |
| Address |  | | | Email | |  |
| Relationship to you | |  | | | | |
| Name |  | | | Telephone | |  |
| Address |  | | | Email | |  |
| Relationship to you | |  | | | | |
|  | | | | | | |
| **SIGNATURE** | |  | **DATE** | |  | |

Please return this form **by the end of Wednesday 31st July 2019** to Debbie Hardiman at  
Green Lane Baptist Church, Burrowes Street, Walsall, WS2 8NX

or email debbie.hardiman@hotmail.co.uk

**PLEASE CONTINUE ONTO ANOTHER SHEET IF NECESSARY**