**Trinity Street, Huddersfield, HD1 4DT  
T: 01484 513213 Office Email:** [**office@holytrinityhuddersfield.com**](mailto:office@holytrinityhuddersfield.com)

**Operations Manager**

**(Students & Young Adults Ministry)**

**Guidance in completing your application form:**

* Ensure that, in answering the questions, you fully demonstrate that you meet the requirements of the person and job specification.
* You may expand any section but please do not alter the format. We will not automatically look more favourably on someone who writes at length.
* Where a YES/NO option is given, simply delete the text that doesn’t apply
* The content of the application, including any covering letter or supporting material, is to be submitted as a single electronic file (Word or pdf file). Only the content of this file will be evaluated as part of the short listing process. Please include your last name in the file name.
* Please do not include any hyperlinks or embedded documents within the application. **Please return this form by no later than 4.00pm 26 November 2021 to** [mike@holytrinityhuddersfield.com](mailto:mike@holytrinityhuddersfield.com).
* Printed and posted applications will not be accepted, nor will late applications.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname |  | First Names |  | | | Title |  |
| Address |  | | | | | | |
| Phone  number |  | Mobile |  | | | | |
| Do you hold a British passport? | | | | Yes/No | | | |
| If no, do you have the right to work in this country? | | | | Yes/No | | | |
| Do you have a full driving licence? | | | | Yes/No | | | |
| Do you have a means of transport for work? | | | | Yes/No | | | |
| Do you have a current Enhanced DBS clearance? | | | | Yes/No | | | |
| Have you ever been convicted or cautioned with respect to a criminal office?  **If yes, please give full details on a separate sheet.** | | | | | Yes/No | | |
| *Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are 'spent' under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest confidence and used solely in relation to this application. Should you be offered the post a Full Enhanced DBS check will be undertaken* | | | | | | | |

**Education** from secondary onwards. Schools/colleges etc and qualifications gained (in chronological order)

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| --- | --- | --- | --- |
| **Dates** | | **School/College/University** | **Qualifications gained**  (including grades as appropriate) |
| **From** | **To** |
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**Current/most recent Employment**

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| --- | --- | --- | --- |
| **Dates** | | **Employer** | **Post title** |
| **From** | **To** |
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| **Please describe your responsibilities and key working relationships** | | | |
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**Previous employment** (in chronological order)

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| --- | --- | --- | --- |
| **Dates** | | **Employer** | **Main duties/role**  and reason for leaving |
| **From** | **To** |
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| **Matching your gifts to the job and person descriptions** | |
| Please outline the ways that you believe you match the role description and person specification for this post? | |
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| **Your Christian experience** | |
| Name and address of your current church |  |
| How long have you attended and/or been a member? |  |
| Describe your journey of faith | |
|  | |
| Describe your current or most recent involvement in the life of your local church, especially in regard to operations management? | |
|  | |
| **About you** | |
| Leisure interests, hobbies etc | |
|  | |
| Any other information which you wish to give | |
|  | |
| **Your Chance to shine!**  In no more than 200 words, tell us why we should appoint **you** to this post? | |
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**References**

Names and addresses of **three** people (one clergy/church leader one lay and one employer) from whom references will be sought:

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| --- | --- | --- | --- | --- |
| **Your Church Leader** | | | | |
| Name |  | Address |  | |
| Tel no. |  | email |  | |
| Are you happy for us to contact them before any interview | | | | Yes/No |

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| **A Lay Person** | | | | |
| Name |  | Address |  | |
| Tel no. |  | email |  | |
| Are you happy for us to contact them before any interview | | | | Yes/No |

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| **Current/most recent employer**  *(if this is your church leader – please supply a 3rd lay referee)* | | | | |
| Name |  | Address |  | |
| Tel no. |  | email |  | |
| Are you happy for us to contact them before any interview | | | | Yes/No |

**An important final statement**

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| In no more than 750 words please share with us something of your own vision for effective operations management in a church context and were you to be appointed to this post your priorities for the first 6 months. |
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| If appointed, when would you be available to take up the post? |  |

*I confirm that to the best of my knowledge and belief the information given by me in this application form is correct and I agree* for my details to be kept securely in line with the HT Data Privacy Policy (available at <https://goo.gl/GjnDK7>)

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| --- | --- | --- | --- |
| Name:  (counts as signature) |  | Date: |  |