



Operations Manager and Leadership Assistant: Application Form

Please complete this form electronically or in your own handwriting using black ink.

By post: St John's Church Office (Job Application),
The Old Vicarage, 24 St John's Hill, Woodbridge, Suffolk IP12 1HS
By email: charles@stjohnswoodbridge.org.uk with a subject of "Job Application "

Closing Date: **12.00 Noon on Wednesday 10th June 2026**

If you are filling in the form by hand and require more space when answering any question, please continue on a separate sheet of paper.

Personal details

Surname:		Title:	
First Name(s):			
Address:			
Telephone (Day):		Telephone (Evening):	
Email:		Telephone (Mobile):	
Do you hold a full driving licence (Yes/No):			

Education

Please list schools, colleges and universities attended since the age of 11 with relevant dates

Institution	Address	Dates	
		From	To

Please list academic, professional & any other relevant qualifications, dates & grades gained

Institution	Subject	Grade	Date

Employment

Please give details of your employment history - beginning with your present/most recent job

Employer	Role	Reason for Leaving	Dates	
			From	To

Other roles and responsibilities in the community

Please indicate involvement with community and voluntary organisation etc. and how you have contributed to them.

Employer	Role	Contribution	Dates	
			From	To

<p>Are you eligible to work in the UK? Evidence of this will be required should you be invited to interview</p>
<p>Yes / No</p>

<p>Do you have a registered or other disability? Please let us know if there are any reasonable adjustments you would like us to make if asked to attend an interview.</p>
<p></p>

Personal

Briefly describe how you became a Christian

How would you describe your spiritual life currently?

What is your current and recent involvement in church life?

Describe your **experience in Operations Management and Administration Roles**

From the information available, what aspects of this post excite you the most?

What actions have you taken to maintain and update your skills?

Any other areas of special interest – recreational, hobbies etc.

Please state your **reasons** for applying for this post. You will want to outline **how** you believe you can meet:

- **The needs of the Job and**
- **The Person Specification**

drawing on your previous roles, gifts, skills and knowledge.

References

Please give the name and addresses of three referees (only to be used for those short listed). Ideally one of the referees should be your present (or most recent) employer/college tutor and one should be an office holder at your present church.

Name:		Title:	
Address:			
Telephone:			
Email:			
Your relationship to referee:			

Name:		Title:	
Address:			
Telephone:			
Email:			
Your relationship to referee:			

Name:		Title:	
Address:			
Telephone:			
Email:			
Your relationship to referee:			

Name:		Title:	
Address:			
Telephone:			
Email:			
Your relationship to referee:			

Do you wish to be contacted before these references are taken up?	Yes / No
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(Note: References will be taken up after short listing and prior to interview)

Declaration

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 of this application. This position involves access to children and young people and therefore a full Criminal Records Bureau check will be required.

Have you ever been convicted or cautioned with respect to a criminal offence?	Yes / No
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If your answer is "Yes" please give full details on a separate sheet.

I declare that the information in this application form is correct and that, if the position is offered, will form the basis of a contract of employment.

Signature:		Date:	
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