**HIGHLY CONFIDENTIAL CANDIDATE BIO DETAILS**

**Name** *(Given name / family name)*

**Nationality** *(Please state which is your home nationality)*

**Current Location** *(Please state where you are currently resident)*

**Education** *(Please include University/college/school names along with the locations and*

*qualifications achieved)*

**Additional Qualifications** *(Please list professional courses you have taken)*

**Last/ Current Salary** *Basic Salary? (state which currency / per year / if this is tax free)?*

*Company Car/Car Allowance?*

*Housing Allowance?*

*Other Benefits?*

**Notice Period** *(How much notice do you need to provide to your current employer)*

**Languages** ***Mother Tongue: ?***

*Please list additional languages you may have against competency level*

*below:*

*Fluent: ?*

*Intermediate Level:?*

**Relocation** *(Are you willing to relocate? If so, where?)*

**Church Attendance** *(If you do attend church, which church do you attend)?*

**Community Involvement** *(What areas of service (church and non-church) are you currently involved*

*within?)*

**Spiritual Reference (If applicable)**

(*We only contact your references* ***post*** *successful interview process)*

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Address:  |  |
| Position: |  | Post Code: |  |
| Telephone: |  | Email: |  |

**Professional Reference**

**Referee 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Address:  |  |
| Position: |  | Post Code: |  |
| Telephone: |  | Email: |  |

**Competency Question 1**

**Please detail any experience you have with audit, HMRC, VAT, reporting to Charities**

**Commission, Homes England applications and Regulator of Social Housing.**

**Competency Question 2**

**Please provide an example of a time when you had to rely on your Project Management**

**experience in order to reach a financial objective.**

**Competency Question 3**

**Please provide an example of how you have engaged with new business planning,**

**budgeting and fundraising.**

**Competency Question 4**

**Briefly provide a summary of to what extent you are sympathetic to the Christian faith (i.e I agree with the teachings of Christianity / I was brought up in a Christian home / I attend services every week)**

***If you have a professional photograph of yourself available, please supply along with this form.***