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**APPLICATION FOR EMPLOYMENT**

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| **Job Title(s):** | Operations Lead Worker |

 **Important Note**

Please read the following notes before completing the form, if you require any assistance with this form, please feel free to contact the address below.

Please:-

* Read all enclosed additional information, particularly the **Job Description and our core values** before completing the form.
* Complete the form in black or dark blue ink or type.
* Provide all the information you can about yourself and tell us why you think you are suitable for the job.
* **Please indicate how you meet the requirements of the Person Specification in the specific sections provided on this form**.
* Return to the address shown below or by email, on or before the closing date of **14th December 2021.**

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| Your full Name and Address (Please print in block capitals):   E-mail:  | Telephone Number where you can becontacted:How do you wish to be addressed in correspondence?Mr/Mrs/Miss/Ms or Other(Please state): |

**References**

It is our policy to take up references for those shortlisted. Please give the names and addresses of two referees who know you well enough to comment on your suitability for the post. The first one should be your church or ministry leader.

Please give your former name if different from that above to ensure we are asking for the correct reference.

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| **Name of Referee****Their status & job title** | **Address for Contact** | **May we approach them before interview?****Please mark with “Y” or “N”** |
| **Referee 1** |  |  |
| Name:Job Title:Relationship to you: | Postal address: |  |
| Telephone of referee: | Email address: |  |
| **Referee 2** |  |  |
| Name:Job Title:Relationship to you: | Postal address: |  |
| Telephone of referee: | Email address: |  |

**Education and Qualifications (including any relevant training courses)**

Please give details of your education and qualifications. Please note that if you are appointed to a post where qualifications are an essential requirement you will be asked, before your appointment is confirmed, to present the original copies issued to you by the interview panel (photocopies will not be acceptable).

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| **Education and Qualification Details**  |  **Results/Grades Obtained** | **Where Obtained**  |  **How Obtained (full time)(part time) (online)** |  **Date From and Date To** |   |
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| Do you hold a current driving licence? Do you have experience of driving a Mini Bus?  |

**Employment Experience History - Current (most recent) Employment**

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| --- | --- |
| Employer’s Name and Address | Position Held |
| Telephone  | Date From:Date to: |
|  | Reasons For Wishing to Leave |
| Salary/Wage | Full Time/Part Time |
| Brief note of duties and responsibilities: |

**Previous Employment Experience**

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| --- | --- | --- | --- | --- | --- |
| Employer’s Name and Address | Position Held | Brief outline of responsibilities  | Salary/Wage | Dates From -To | Reason for Leaving |
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**Experience**

Demonstrate how your experience fits the job description and person specification for this post.

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**Skills & Abilities**

Demonstrate how your skills and abilities fit the job description and person specification for this post.

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**Motivation & Outlook**

**Why do you want to join our team at Providence House?**

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**Eligibility to work in UK:**

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| Are you legally eligible for employment in this country? Yes/No(please delete as appropriate) |
| Do you require a work permit to work in this country? Yes/No(please delete as appropriate) |
| Please give details of any criminal convictions (in accordance with the rehabilitation of offenders act 1974)  |
| Please note all staff at Providence House must have a Disclosure & Barring Service disclosure check successfully completed to work here. Do you wish to advise us of any disclosure before the check is carried out? Yes / No (please delete as appropriate) |
| **I declare that the information I have given in this application form is true and correct to the best of my knowledge.**Note: the withholding, falsification or omitting of relevant information by a successful candidate will be grounds for the job offer to be withdrawn and disciplinary action taken. Signed ………………………………………………………………………………………….…………… Date …………………………………………………  |

Please complete and return this job application form to info@providence-house.org

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**For office use only:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DateReceived | DateAcknowledged   | Referencestaken up by:(please circle) | Telephone In writing | QualificationsChecked:(please circle) |  Yes No |
|  Reason for not shortlisting (please circle) | Comments |