|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | APPLICATION FORM | | | | | | | | | |  | | |
| * **Please fill in this application form.** * **Add a Letter of Application no longer than one sheet of A4 in which you outline with examples why you are the right person for this post. You must include information such as why you are interested in the role, what is it about the role that appeals to you?, what specific skills and experience do you have that make you the best person for the job?**   **Please send both to gm@hexhamabbey.org.uk by 22nd June 2018** | | | | | | | | | | | | | | |
| **POSITION APPLIED FOR:** | | | | | **Lettings & Events Manager** | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **The following information will be treated in the strictest confidence.** | | | | | | | | | | | | | | |
| **PERSONAL** | | | | | | | | | | | | | | |
| (Please complete this section in BLOCK CAPITALS) | | | | | | | | | | | | | | |
| Surname: |  | | | | | First Name(s): | | | |  | | | | |
| Address: |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | | | | | | Postcode: | |  | |
| E-mail Address: | | | | | | | | | | | | | | |
| Contact Tel. No: | | | | | | | Mobile Telephone No: | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | |  | | | |  | | | | | | | |
| Are you involved in any activity which might limit your availability to work or your working hours e.g. local government? | | | | | | | | | | | | | |  |
| If YES, please give full details. | | | |  | | | | | | | | | | |
| Are you subject to any restrictions or covenants which might restrict your working activities? | | | | | | | | | | | | | |  |
| If YES, please give full details | | | |  | | | | | | | | | | |
| Are you willing to work overtime and weekends if required? | | | | | | | | | | | | | |  |
| Please give details of any hours which you would not wish to work: | | | | | | | |  | | | | | | |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? | | | | | | | | | | | | | |  |
| If YES, please give full details | | | |  | | | | | | | | | | |
| Have you ever worked for a church before? | | | | | | | | | | | | | |  |
| If YES, please give full details | | | | | | | | | | | | | | |
| Do you need a work permit to take up employment in the UK? | | | | | | | | | | | | | |  |
| How much notice are you required to give to your current employer? | | | | | | | | |  | | | | | |

**Note:** The offer of the post is subject to receipt of a satisfactory Enhanced Disclosure and Barring Service (DBS) clearance.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | Subject | |
|  |  |  | |

**EMPLOYMENT DETAILS**

**Present or last employer**

Are you currently employed?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of present or last employer: | | | | |  | | |
| Address: |  | | | | | | |
| Email: | | | | | | | |
| Telephone No: | |  | | | | | |
| Nature of business: | | |  | | | | |
| Job title and a brief description of your duties: | | | | | | : | |
|  | | | | | | | |
| Length of Service: | | | | From: | | | To: |

**Please give details of your past employment, excluding that listed above, stating the most recent first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |

|  |
| --- |
| What are most important factors you think someone considers when looking to book a venue for ;  A/ a wedding reception  B/ a business meeting |
| How would you feel about working regular weekends and evenings, and how would you seek to balance this out with your other out of work commitments/work-life balance etc? |