Application for Employment

Coffee Shop Manager

We ask all prospective employees to complete an application form either by hand or electronically. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information you provide will be kept confidential by Christ Church Clifton. Please write clearly!

1. Personal Details

Surname:			Preferred Title:		
First Names:					
Address:			Telephone:		
			Tick preferred number to contact you		✓
			Daytime:		
			Evening:		
		Postcode:	Mobile:		
Email Address:					
Nationality:		Place of Birth:			

National Insurance number:	
Current (or most recent) salary:	
How many days sickness have you had in the past 12 months?	
What length of notice period do you need to give your current employer?	
Are you eligible to work in the UK?	❑ Yes ❑ No

2. Church Experience

All employees of Christ Church Clifton are expected to be in sympathy with our Christian ethos.

Please explain your understanding of the Christian faith and your relationship with Christ Church or your local church if applicable:
If you have an active Christian faith, how are you seeking to live this out at home, work, church and in your social life?

3. Employment History

Starting with your current or most recent employer, please tell us about your past and current employment / voluntary work in the table below. Please account for any gaps in your employment history.

Employer's Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving / considering leaving

4. Education and Training

Name of establishment	Dates (from/to)	Examinations subjects / level / grades / results
Secondary Education:		
Further Education:		
Training relevant to this application (if any):		
Current membership of any professional / technical organisation (if applicable):		

5. Your calling to work in the Coffee Shop at Christ Church

Why are you applying for the role of Coffee Shop Manager at Christ Church?
What experience do you have of serving in a Coffee Shop or other hospitality or customer facing environment?
What experience do you have of building, leading or managing teams?
How do you see the Coffee Shop serving the wider vision and mission of Christ Church?

6. Your suitability for this specific role

Remember, we can only shortlist you if you tell us how you meet the essential key skills, experiences and qualities we need for this role!

Please refer to the **Person Statement** (Experiences and Qualifications) in the centre column of the Coffee Shop Manager Role Profile and outline how you meet the key skills, experiences and qualities we are looking for, referring to any relevant previous experience or qualifications as necessary:
Please refer to the **Key Responsibilities** in the left hand column of the Coffee Shop Manager Role Profile. What most excites you about this role? What would you find challenging?

7. Other Information

Apart from involvement in church / Christian activities, what other interests do you have?
Use this space for anything else you would like to tell us about yourself:

8. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer:

	Reference 1	**Reference 2**
Name:		
Address:	Postcode:	Postcode:
Telephone:		
Email:		
Relationship to you:		
May we approach prior to interview?	❑ Yes ❑ No	❑ Yes ❑ No

Please provide details of the vicar/minister/leader of your current church or place of worship (if applicable):

Name:	
Address:	Postcode:
Telephone:	
Email:	
Name of Church:	
May we approach prior to interview?	❑ Yes ❑ No

We reserve the right to take up character references from any other individuals deemed necessary.

9. Declaration

I confirm that the submitted information is truthful, correct and complete.

Signed: _____ Date: _____

Please could you tell us where you saw this post advertised _____

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts.

The completed application form should be returned to:

Mark Parsons, Operations Manager
Christ Church Clifton, Linden Gate, Clifton Down Road, Bristol, BS8 4AH

or via email to:
mark.parsons@ccweb.org.uk

The closing date for applications is midnight on Thursday 7th February 2019.