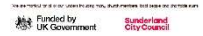


Application Form

The post of Café Manager @ The Table

St. George's Church Fatfield



Please complete this form electronically if possible; if completing this form by hand, please print in black ink.

Please **DO NOT** submit a CV instead of completing this application form, but your CV is a welcome addition to information requested here if you have one.

This application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview, and as a basis for the interview itself.

Part A: Personal Details

Surname		Other Names in Full	
Marital Status		National Insurance No	
Permanent Address		Home Telephone	
		Mobile Phone No	
Email Address			

Part B: Educational and Training Details

Secondary and Higher Education

Secondary Schools attended	From	To	Details of Subjects and Examination Results
University / College (and other Further Education)	From	To	Details of Subjects, Examination Results, and Qualifications Held

Attendance at Training Courses Relevant to your Employment

Course Title	Organising Body	Date and Details

Membership of Professional Bodies

Body	Date of Admission

Part C: Employment Details

Present, or most recent, Employment

Employer's Name			
Employer's Address			
Job Title			
Date Employment Commenced		Date of Leaving (if applicable)	
Brief Description of your Duties and Responsibilities			
Your present (or final) salary?		Earliest date you could begin employment with us?	

Previous Employment

Please start with the most recent. Continue on a separate sheet if necessary.

If there is a break in your employment history, please indicate the dates and what you were doing at that time.

Employer		From		To	
Job Title and Duties					
Reason for Leaving					
Employer		From		To	
Job Title and Duties					
Reason for Leaving					
Employer		From		To	
Job Title and Duties					
Reason for Leaving					

Part D: Information in Support of your Application

As we decide who to invite for interview, we can only use the information you provide on this application form. This section is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of life. (Do not repeat your career history here). Please use this space to tell us whatever you wish to say, to demonstrate how you would meet the requirements of the advertised post.

Your Career: How do you feel about your career to date? If you are currently in employment, why are you considering leaving that post? What attracts you to the prospect of working for The Table as Café Manager.

The Role: How do you fulfil the person specification? Show how you equipped to carry out the duties and responsibilities of Café manager as set out in the Job Description, including cooking skills.

Voluntary Work / Leisure: What do you do in your leisure time? What are your hobbies or other interests? What voluntary work have you done (church-based and other)? Are you a member of any clubs or societies?

Computers: What experience do you have using computers, IT and the internet? What software packages have you used that might be helpful for this post? Describe your level of proficiency and experience.

Experience and Achievements: Do you have any other experience or achievements that you'd like to tell us about? Show how these could be applied to our work as a church, and to this role in particular.

Safeguarding: What do you understand by 'Safeguarding'?

Part E: Christian Ethos

If you were appointed to this role, you would be working for the Parochial Church Council of St George's Church, Fatfield, part of the Church of England. Having read our Purpose, Mission and Vision Statement, are you comfortable working within our Ethos, and would you be able to support our Values and Mission?

Yes / No

Part F: Particular Requirements

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview.

To comply with the Equality Act 2010, please specify any reasonable adjustments, due to disability, to enable you to attend an interview. Or which you wish us to take into account in considering your application.

Please describe any particular requirements you may need at work; these can be discussed at interview.

Please give details of any unspent convictions or cautions

Working in the UK

Are there any restrictions on you taking up employment in the UK?

The successful candidate will be required to produce a passport, or other proof of their nationality, and (if a foreign nationality requires this) proof of permission to work in the UK.

Yes / No

Part G: References

Please supply details of two people who can act as your referees. Between them, they should have knowledge of your work and character, and be able to comment on your suitability for this role. These should include at least one previous employer (preferably your most recent), but ideally would include at least two employers.

Please give the name, address, and a contact telephone number for each referee. We would prefer to contact them by email; if that is possible, please also give an email address for them.

Name		Position and how they know you	
Address			
Telephone			
Email			
May we approach this referee without further permission from you?			Yes / No
Name		Position and how they know you	
Address			
Telephone			
Email			
May we approach this referee without further permission from you?			Yes / No

Part H: Signature

To be best of my knowledge and belief, all the information supplied by me is correct.

Signed _____

Date _____

If you wish to post a paper application, please send it to St. George's Church Office, Vigo Lane, Harraton, Washington, NE38 9AH to arrive by 5.00pm on Monday 6th January 2025.

We prefer applications by email; please send your completed application to office@stgeorgesfatfield.co.uk by 11.59pm on Monday 6th January 2025.

If you wish to apply by email but are unable to insert your signature, please email the completed form by 11.59pm on Monday 6th January 2025. Please then print out page 6, sign it, and send it by post to arrive no later than Wednesday 8th January 2025.

We are thankful for all of our funders including many church members, local people and charitable trusts



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Sunderland
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