City Gates Church

Employment Application Form

ELIM

CHARITY NO 251549

**Employment Application Form**

*Only applications which contain all of the requested information will be considered. Please send your completed application forms to* [HR@citygates.london](mailto:HR@citygates.london)  *Please do not submit a CV as it will not be considered.*

|  |  |
| --- | --- |
| Position applied for | CONFERENCE CENTRE MANAGER |
| Title  (Mr Mrs Miss Dr etc) |  |
| Surname |  |
| Forenames |  |
| Address: |  |
| Email address  Mobile |  |

|  |  |  |
| --- | --- | --- |
| Educational qualifications/professional and technical qualifications | | |
| Year | **Subject** | **Qualification Gained** |
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| --- | --- |
| RECENT EMPLOYMENT  Please give details of employment over the last 2 years (or longer if relevant), starting with the most recent | |
| Name & Address of Employer |  |
| Position held |  |
| Reason for leaving |  |
| Dates employed | From: To: |
| Main Responsibilities |  |
| Notice required |  |

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| --- | --- |
| PREVIOUS EMPLOYMENT | |
| Position held |  |
| Reason for leaving |  |
| Dates employed | From: To: |
| Main Responsibilities |  |

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| --- | --- |
| PREVIOUS EMPLOYMENT | |
| Position held |  |
| Reason for leaving |  |
| Dates employed | From: To: |
| Main Responsibilities |  |

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| KNOWELDGE & EXPERIENCES  *Please read the job description and person specification; then use this space to demonstrate that you have the required knowledge and experience we have asked for. Use specific evidence to support your statements.* |
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| SKILLS & ABILITY  *Please read the job description and person specification; then use this space to demonstrate that you have the required skills and abilities we have asked for. Use specific evidence to support your statements.* |
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| REASONS FOR APPLYING  Please give details including how you satisfy the person specification criteria for the position |
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| OTHER INFORMATION  *Please use this space to include any other information which may be relevant to your application. For example: Hobbies and interests* |
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| --- | --- |
|  | REFEREE 1 |
| Full Name: |  |
| Organisation: *( if applicable)* |  |
| Job title |  |
| Relationship: |  |
| Telephone: |  |
| Email: |  |
| Please state if this referee may be approached prior to interview: | |

|  |  |
| --- | --- |
|  | REFEREE 2 |
| Full Name: |  |
| Organisation: ( *if applicable)* |  |
| Job title |  |
| Relationship: |  |
| Telephone: |  |
| Email: |  |
| Please state if this referee may be approached prior to interview: | |

**Applicant Signature:**

**Date:**