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  *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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| RECENT EMPLOYMENTPlease 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 |  |

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

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

|  |
| --- |
| 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.*  |
|  |

|  |
| --- |
| 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.*  |
|  |

|  |
| --- |
| REASONS FOR APPLYINGPlease give details including how you satisfy the person specification criteria for the position  |
|  |

|  |
| --- |
| OTHER INFORMATION*Please use this space to include any other information which may be relevant to your application. For example: Hobbies and interests*  |
|   |

|  |  |
| --- | --- |
|   |  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:**