



Application Form for the post of Business & Operations Manager

Please return form, along with a covering letter by email marked “Confidential” to: Liz Seymour, Acting Diocesan Director of Education liz.seymour@derby.anglican.org

Please note we only accept CVs if accompanied by a completed application form.

Personal Information

Title:	Full Name:
Address:	
Tel:	Email:

Education & Training [please give dates and any professional qualifications].

Secondary Education	Achievements (inc. exam results)
Education Beyond School Age	Achievements (inc. exam results)

Employment History

Please detail previous employment (or voluntary work) commencing with your current/most recent position.

Employment	From	To	Reason for Leaving

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Please outline how your own experience would enable you to undertake the key tasks identified in the Job Description / Person Specification. [Please continue on a separate sheet if necessary].

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What made you apply for this post? [Please continue on a separate sheet if necessary].

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Referees: please give names and addresses of three people who can support your application, one of whom must be your current [most recent] employer. References are normally taken up prior to interview; please indicate if any referees should not be approached until after the interview.

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Signed:

Date:

CLOSING DATE: 16:30 Friday 20 March