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Description automatically generated

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| **JOB TITLE: Events Manager**  **JOB APPLICATION FORM**  Submit your application to: Jane Gray  [hr@sjp.org.uk](mailto:hr@sjp.org.uk) by midday Thursday  14th December 2023 | | | | | | **St James’s Church**  **197 Piccadilly, London W1J 9LL**  **www.sjp.org.uk** | | | | | | | | |
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| **1 APPLICANT** |  | | | | | | | | |  | | | | |
| **Full name** |  | | | | | | | | | | | | | |
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| **Address (including postal code)** |  | | | | | | | | | | | | | |
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| **Telephone and email** | Telephone (day)\* | | |  | | | | | | | | | | |
|  | Telephone (evening) | | |  | | | | | | | | | | |
|  | Mobile | | |  | | | | | | | | | | |
|  | Email | | |  | | | | | | | | | | |
|  | *\* provide a week-day daytime contact number only if we may use it.* | | | | | | | | | | | | | |
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| **Current availability** | If successful in your application, when would you be free to start (how much notice period are you required to give?) | | | | | | | | | | | | | |
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| **Post you are applying for:** | Events Manager | | | | | | | | | | | | | |
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| **2 EMPLOYMENT** | If you are in work, please give details of your post, giving a brief account of your responsibilities, duration of employment and reasons for leaving. If you are not in work, please give an account of your most recent post. | | | | | | | | | | | | | |
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| **3 PREVIOUS EMPLOYMENT** | Give dates, starting with the most recent employment. | | | | | | | | | | | | | |
|  | Dates | | Employer | | | | | | Position | | | Reasons for leaving | | |
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| **4 EDUCATION & QUALIFICATIONS** | Please provide details of your education and qualifications. | | | | | | | | | | | | | |
|  | Educational  Establishment | | | | Qualifications gained and grade | | | | | | From | | | To |
| *Include secondary and any higher education* |  | | | |  | | | | | |  | | |  |
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| **Other training or qualifications** |  | | | | | | | | | | | | | |
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| **Membership of any professional or other bodies** |  | | | | | | | | | | | | | |
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| **5 SUPPORTING INFORMATION**  **Please demonstrate how your skills and experience, including any unpaid work, enable you to fulfil the essential criteria of the Role Description and Person Specification.** *We will use what you say here to decide who is to be short-listed. Please, therefore, pay careful attention to the requirements of the post and post-holder and be sure to address them here.* | | | | | | | | | | | | | | |
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| **5a Any other information, comments or ideas relevant to the post** | | | | | | | | | | | | | | |
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| **5b Please tell us about your other interests and/or achievements** | | | | | | | | | | | | | | |
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| **6 INTEREST**  **Please state briefly why you wish to apply for this post. What aspects of the role description or of this Church attract you particularly?** | | | | | | | | | | | | | | |
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| **7 REFERENCES** Please give names, occupation, addresses and telephone numbers of two people who can provide references if you are short-listed for the role. One should be your present or most recent employer. The other should have knowledge of your work. | | | | | | | | | | | | | | |
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| **Referee A** | Name & Address | | | | Occupation:  Email address & telephone number: | | | | | | | | | |
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| **Referee B** | Name & Address | | | | Occupation:  Email address & telephone number: | | | | | | | | | |
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| **Tick here if you** **do not want** your present employer contacted unless we are considering appointing you to the post. | | | | | | | | | | | | | |  |
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| **8 RIGHT OF ABODE & RIGHT TO WORK** | In accordance with the Asylum and Immigration Act 1996, you will be required to show proof of your Right to Abode. Are you a British Citizen, or Commonwealth Citizen with the Right of Abode in the UK. Until 30th June 2021 for EU citizens currently living in the UK there was no change in residence rights and status. As an EU citizen if you were living in the UK by 31st December 2020 you need to have applied for EU Settlement Scheme to continue living in UK after 30th June 2021. (Note: In the event of being appointed EU citizens having previously moved to the UK, will need to have applied for EU Settlement Scheme to enable them to qualify to remain and eligible for employment.) | | | | | | | | | | | | | |
|  | Yes |  | No |  | | | If no, you will need to have applied for EU Settlement Scheme | | | | | | | |
|  | You will be required to show proof of your right to work. Do you hold a Work Permit or applicable Visa? | | | | | | | | | | | | | |
|  | Yes |  | No |  | | | If yes, please state date  of expiry. | | | | | |  | |
| **9 DECLARATION** | I hereby confirm that the information given is to the best of my knowledge true and complete. I understand that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed. | | | | | | | | | | | | | |
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| Please tell us where you saw the advertisement for this post. | | | | | | | |  | | | | | | |

17th November 2023