Jacob's Well Appeal

***Jacob’s Well Appeal***

*Swinemoor Lane*

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*United Kingdom*

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CIO Charity No. 1192373

Vat Reg. No. 423 496882

 **Application form for Jacob's Well Appeal – Shop Manager**

1. **Your details**

Title ……….. Full Name; ……………………………………………………………………………..

Postal address ………………………………………………………………………………………….

…………………………………………………………………………………………………………..

Email address ………………………………………………………

Telephone numbers ………………………………………………….mobile…………………………………

1. **Other information about you**

|  |  |
| --- | --- |
| Current employment position |  |
| Roles and responsibilities at current employment |  |
| Current total gross annual salary |  |
| How much notice do you have to give to your current employer? |  |

1. **Details of all education and qualifications.**

(Including GCSE/O-level, A Level and further/higher education)

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| --- | --- | --- | --- | --- |
| School, College, University or other body | Dates of attendance | Qualification, subject,  | Class/grade awarded | Date Awarded |
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1. **Career History**

Please supply, in chronological order, details of all employment, self-employment and any periods of unemployment since leaving school, giving reasons for leaving each employment.

Please provide, where appropriate, explanations for any periods not in employment, self-employment, training or further/higher education. You may use the continuation sheet at the back if necessary.

|  |  |  |
| --- | --- | --- |
| To and From dates (mm/yy) | Details of employment, self-employment or unemployment (e.g. employer, job title, main duties) | Reason for leaving |
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**5. Voluntary, charity or church work**

Please list any experience you have of voluntary work, for example with your church or a charity. Please say what you did, when (from ….. to ……), which organization was it with, and what did you particularly liked or disliked about what you were doing.

**Other interests and activities**

Please give information about any interests, hobbies or activities in which you are involved.

1. **Management Experience**

Please list any management or leadership experience that you have.

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1. **Retail/Shop**

Please list any office and admin experience that you have. If none, tell us what life skills and experience you would be able to bring to the post.

1. **I.T. Competency**

What level of IT skills do you have? Please list the programs that you are familiar with and the tasks that you are comfortable carrying out.

1. **Your interest in this post**

Please state why you are applying for this post and say what particular attributes, qualities or special areas of interest or expertise you would bring to it. (Use the continuation sheet if necessary).

|  |
| --- |
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1. Have you ever been convicted of a criminal offence? Yes [ ]  No [ ]

*(Declaration subject to the Rehabilitation of Offenders Act 1974)*

**12)** If you have a disability please tell us about any adjustments we may need to make to assist you at interview

**13)** Would you be free to come for an interview shortly? Please let me know any dates that you are unable to make. The interview will include a short practical assignment

**14) References**

Please give us two referees. One of these should be your previous employer. We request that one of these is connected to your church. We may take references prior to interview. If you would prefer us not to take a reference from your CURRENT employer prior to interview, please let us know.

**15) Right to Work**

Do you have the right to work in the UK? Yes [ ]  No

Your data will be retained by Jacob’s Well Appeal in full accordance with GDPR,

**Please email this form to** **office@jacobswellappeal.org** **by 1st November**