



**St Andrew
& St Mark**
Surbiton

APPLICATION FORM FOR PROPERTY & LETTINGS MANAGER

Closing Date for Applications: Wednesday 14th June 2023

Please complete this form electronically and return it to the Parish Office at sasms@btinternet.com Once your application has been received, you will receive a confirmation email.

Please complete this form as fully as you can, and enlarge any text boxes as necessary. If you have any questions or queries, please do not hesitate to contact us on 020 8390 9129.

Post applied for:	Property & Lettings Manager St Andrew and St Mark's Surbiton
Where did you see the post advertised?	

PERSONAL DETAILS

Title	
Surname	
Forename(s)	
Address	
Work tel. no.	
Home tel. no.	
Mobile tel. no.	
E-mail	

CURRENT (OR MOST RECENT) EMPLOYMENT

Post (and current salary)	
Employer	
Date from/to	
Summary of responsibilities	

PREVIOUS POSTS (Most recent first)

Employer	Post	From	To	Summary of responsibilities & reason for leaving.

EDUCATION AND QUALIFICATIONS (Most recent first)

School / college / university...	From	To	Qualifications (level and grade)

RELEVANT EXPERIENCE

Please outline the experience and skills that you feel you would bring to this role.

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Courses and training attended which are relevant to this role	
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ADDITIONAL QUESTIONS

If successful, what is the earliest date that you could start the job?	
Are you free to remain and work in the UK with no current immigration restrictions?	
If you have a disability please tell us about any adjustments we may need to make to assist you at interview.	

REFEREES *Please supply the names and addresses of two referees. If you are currently an employee, one of your referees must be your employer.*

1	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	

May we approach before interview?	YES/No
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2	Name	
	Position	
	Address	
	Tel. No.	
	E-mail	
May we approach before interview?		YES/NO

- *The Church of England is committed to the safeguarding, care and nurture of everyone within our church community. In the Diocese of Southwark, we follow and are committed to the Church of England's House of Bishops' Safeguarding Policies and the relevant statutory legislation and guidance "Working together" to ensure the welfare of children and young people is paramount. These are available [here](#)*
- *Recruitment for any role involving direct contact with children or vulnerable adults will be subject to the guidelines outlined in the [Church of England's Safer Recruitment & People Management practice guidance](#) including a DBS check where a role is eligible (see individual role descriptions for further detail).*
- *Where appropriate, completion of the relevant Church of England safeguarding training may be required as part of the probation period for successful applicants.*

DECLARATION	
I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of St Andrew's and St Mark's Surbiton.	
Signature of Applicant	
Date	

The information you have provided will be held securely for the duration of the application process. Unsuccessful applicants' information will be destroyed.