



Operations Manager: Referee Form

Please supply us with contact details for your referees, who should be:

- your senior minister/vicar, a warden or an elder who has known you for at least a year; ...if you have not been working for a church, please *also* include a reference from your current or most recent employer/line manager who has known you for at least a year;
- someone you have recently line-managed, in either a paid or voluntary capacity, who has known you for at least a year;
- someone who has known you for at least three years and knows you well.

A minimum of three references will be required before an appointment can be made.

Your references are considered by us to be hugely valuable to our interview process and we would very much like to receive references *prior* to interview where possible - please use the relevant space to clearly state whether or not you would be happy for us to contact your referees to do this. If you would rather we did *not* seek a reference prior to interview, we will still want your references prior to any appointment.

Referee name	Relationship (and how long has the referee known you)	Contact details	Contact <i>prior</i> to interview?
			Yes / No

Please ensure that your referees receive a copy of the Job Description and Person Specification. There are some specific questions we would like to ask your referees about your suitability for this position, which they may respond to over the phone or in writing. If you would like to know what those questions are, please feel free to ask.

All necessary documentation for applying for this post may be found at:

<http://www.christchurchchilwell.org.uk/vacancies>.

For any further information please contact the Vicar at andy@christchurchchilwell.org.uk.