

**APPLICATION FORM**

Position applied for: **Cathedral Secretary**

Deadline for applications: **12 Noon, Friday 12th February**

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| **1. Personal Details** | | | | | | |
| **Title:** |  | **First name:** | |  | **Surname:** |  |
| **Home Address:** | | |  | | | |
| **Postcode:** | | |  | | | |
| **Email Address:** | | |  | | | |
| **Phone number:** | | |  | | | |

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| **2. RIGHT TO WORK** | |
| **National Insurance No.** |  |
| **Are you eligible to work in the UK?** | Yes/No |
| **Do you need a work permit or sponsorship to work in the UK?** | Yes/No |
| **If you currently hold a work permit or visa, please give details (include type and expiry date).** |  |

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| **3. EDUCATION AND QUALIFICATIONS** | | | | | |
| **Dates** | | **School, College or University** | **Subjects** | **Type of**  **Qualification (e.g. GCSE, A Level, Diploma)** | **Grades Achieved** |
| **From** | **To** |
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| **4. most recent employment** | | | | | | |
| **Dates** | | | **Employer Name** | **Employer Address** | | |
| **From**  **(dd/mm/yy)** | **To**  **(dd/mm/yy)** | |
|  |  | |  |  | | |
| **Job title:** |  | | | | **Salary:** |  |
| **Duties and Responsibilities:** | |  | | | | |
| **Reason for leaving:** | |  | | | | |
| **Notice period:** | |  | | | | |

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| **5. previous employment** | | | | |
| **Dates** | | **Employer’s name and address** | **Position held** | **Reason for leaving** |
| **From** | **To** |
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| **6. statement in support of application** |
| *Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities.* |

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| **7. REFERENCES** | | |
|  | **Reference 1** | **Reference 2** |
| **Name:** |  |  |
| **Job Title:** |  |  |
| **Address:** |  |  |
| **Email:** |  |  |
| **Phone no:** |  |  |
| **How do you know this person?** |  |  |

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| **8. Criminal record** | | |
| Due to the sensitive nature of this role, you are required to disclose details of any criminal record as the role is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands and final warnings on your criminal record must be disclosed. This means that spent offences must also be disclosed.  **Please Note: the successful applicant will be required to undergo a standard DBS check.** | | |
| **Declaration** | Do you have, or have you ever had, any convictions for criminal offences, including any conditional discharges, bindovers or cautions in the UK or any other country? | **Yes/No** |
|  | **\* If yes, please give full details here:** | |

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| **9. further information** |
| **Where did you hear about this post?** |
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| **What are your interests and hobbies?** |
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| **If offered the post, when could you start to work with us?** |
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| **10. DECLARATION** | |
| Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. I agree that The Cathedral of St John the Baptist can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998. **I confirm that all the information given by me on this form is correct and accurate.** | |
| **Signature:** |  |
| **Date:** |  |