**Application Form**

**Application for the post of:** Parish Administrator

**Please complete and email this form to:** Rev Adele Adshead: [revadele@stmaryincharnwood.org.uk](mailto:revadele@stmaryincharnwood.org.uk)

**Completed application forms must be received by:** 5pm, Monday 26th October 2020

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| **Where did you hear about this vacancy?** |  |

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| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Email:** |  |
| **Phone Number** (daytime): |  |
| **Phone Number** (evening): |  |

Please provide details of two referees. They should be people who know you well but are not relatives. If possible, one should be your current or most recent employer.

|  |  |
| --- | --- |
| **1 Name:** | **2 Name:** |
| Occupation: | Occupation: |
| Phone number: | Phone number: |
| E-mail: | E-mail: |
| Address: | Address: |
| How long have they known you and in what capacity? | How long have they known you and in what capacity? |
| **1** May we approach this referee for a reference now? **YES/NO** | **2** May we approach this referee for a reference now? **YES/NO** |

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career and qualifications to date. If there any breaks in your employment history, please detail the reasons.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | | Name and address of employer | Job title and summary of duties | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Place of study | Qualifications attained |
| From | To |  |  |
|  |  |  |  |

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| Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. |

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| Right to Work: Please confirm you have a right to work in the UK (under the Immigration, Asylum  and Nationality Act 2006) YES / NO |

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| --- |
| Health: Please specify any special access requirements you may have in order to attend interview: |

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| Please note that an Occupational Requirement exists for the post-holder to be a practicing Christian in accordance with the Equality Act 2020.  And that, if successful in this application, you will be required to complete a Disclosure and Barring Service (DBS) check. |

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I understand that the PCC will process personal data for the purpose of this application in accordance with the Data Protection Act.

Signed : …………………………………

Dated : …………………………………..