

**JOB APPLICATION**

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| **Position Applied for:** | **Office Administrator** |
| **Return completed form to:** | Rev Jonathan Jee (Vicar)  Email: jonathan.jee@stpl.org.uk  Post: St Paul’s Church, Leicester Street, Leamington Spa CV32 4TE |

**Personal details**

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| **Christian Name:** |  | **Surname:** |  |
| **Home address:** |  | **Email address:** |  |
| **Telephone number:** |  | **Mobile number:** |  |

**Employment History** (please add or expand boxes if needed)

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| **Role** | **Employer** | **Dates** | **Main Duties** |
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**Education/Training** (please add or expand boxes if needed)

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| **Establishment** | **Dates** | **Subject** | **Qualifications/grades** |
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| **Other relevant training, professional qualifications or work related skills** |  |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
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| **Please tell us about any other interests you have.** |
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| **Supporting information**  *please expand the box or use additional sheets to include more information if you wish* |
| Please give any details you feel are relevant in support of your application, including:  1. Why you are interested in this role  2. Why you feel you are suitable for this role |

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| **Other details** |

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| What is the notice required in your current post? |  | | |
| Is your current post your only regular employment? | | Yes | No |

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| Are you a British subject or a national of any EU country? | Yes | No |
| * If no, do you have the right to work in the UK and a current work permit? | Yes | No |
| * + If yes, please state the expiry date of your right to work in the UK and/or your work permit |  | |

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| If you are invited to interview, do you require any special arrangements on account of a disability? | Yes | No |
| * If yes, please give details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010: | | |
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| Where did you see the advertisement for the post? |  |

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| **Convictions** | | |
| Have you ever been convicted of a criminal offence? | Yes | No |
| If yes please give details of any unspent convictions. *Please note, for this role employment will be dependent upon obtaining a satisfactory enhanced Disclosure and Barring Service (DBS) check.* | | |

**References**

Please give the details of two referees. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise.

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|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Occupation:** |  |  |
| **Address:** |  |  |
| **E-mail address:** |  |  |
| **Telephone number:** |  |  |
| **May references be taken up before interview?** |  |  |

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| **Data protection**  *Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.*  I hereby give my consent to the Employer processing the data supplied in this application form for the purpose of recruitment and selection.  **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct. I authorise the organisation to check on any of my qualifications.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date:\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME  *Note: Any false, incomplete or misleading statements may lead to dismissal.* |