

Application form for the post of:	<b>Part – time Parishes Administrator</b>		
Where did you see the vacancy advertised?			
<b>Personal Details</b>			
Full Name:			
Address:			
Tel. Numbers:			
Email Address:			
National Insurance Number:			
Do you require a permit for working in the UK? You will be required to produce evidence of eligibility to work in the UK.	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Details:			
Do you hold a full valid driving licence?*	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you have access to a vehicle?*	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Please note below any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974 in the box below or on a separate covering note. If none, please state.			

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## Education

Please give details of secondary schools/colleges attended and subjects passed. Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. If study was on a part time basis please specify.

Name of School/ College/University	From (MM/YYYY)	To (MM/YYYY)	Details of examination results or qualifications

## Further training and membership of professional bodies

Training courses, certificates, diplomas, including membership of professional bodies, particularly any which are relevant to this post.

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## Employment

Your present (or most recent job)

Job Title:

Current/Most recent  
Employer:

Address:

Dates from and to:  
(MM/YYYY)

Current Salary:

Notice Period:

Reason for Leaving:

Please describe your current or most recent job giving sufficient details of your role, responsibilities and working relationships.

**Previous Employment:**

Starting with the most recent first, please list in chronological order, giving a brief description of each including responsibilities.

<b>Dates from and to MM/YYYY – MM/YYYY</b>	<b>Name of employer and job title</b>	<b>Salary and benefits</b>	<b>Main Duties</b>	<b>Reason for leaving</b>

**Interests, recreation and voluntary work**

Please give details of your main interests outside your employment and any positions held.

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## **You and the role**

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet the criteria in the person specification. You may continue on separate sheets and attach if necessary.

## Other information

Please give us any other information which you think is relevant to this position

## References

Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives are not acceptable**. We reserve the right to contact any of your previous employers.

### Referee 1:

Name:

Address:

Telephone Number:

Email:

Position/Occupation:

Relationship to you:

May we approach this referee?

### Referee 2:

Name:

Address:

Telephone Number:

Email:

Position/Occupation:

Relationship to you:

May we approach this referee?

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**Declaration:** I declare that the statements in this form are correct. I understand that any job offer will be conditional on references that are satisfactory to the Diocese of Bath & Wells. For posts which will involve working with children, young people and vulnerable adults a clear enhanced DBS check will be required.

Signature		Date	
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