

APPLICATION FOR EMPLOYMENT

**Post applied for:**

**PART A: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title:** | Dr/Mrs/Miss/Ms/Mr/Rev/Canon |
| **First Name**: |  |
| **Surname**: |  |
| **Address:** |  |
| **Postcode:** |  |

**Contact Details**

|  |  |
| --- | --- |
| **Email Address:** |  |
| **Telephone Number:** | **(Home)** |
| **(Mobile)** |

**PART B: EDUCATION AND QUALIFICATIONS**

*Please give a brief description of courses or exam results*

**Secondary Education**

|  |  |  |
| --- | --- | --- |
| **School/College** | **Courses and Subjects** | **Results** |
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**Further Education**

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| --- | --- | --- |
| **School/College/University** | **Courses and Subjects** | **Results** |
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**PART C: EMPLOYMENT**

**Employer’s details (Current or Most Recent)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Nature of Business:** |  |
| **Post held:** |  |
| **Start date:** | **until:** |
| **Notice period:** | **Current salary:** |
| **Brief description of duties:** | |
| **Reason for leaving:** | |

**Other employment/Career History**

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| --- | --- | --- | --- |
| **To and From** | **Employer/Address** | **Position Held** | **Reason for Leaving** |
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**PART D: REFERENCES**

Please supply the names of two referees, one of whom should be your current or most recent employer. The Diocese will not usually take these up until after a conditional offer of employment has been made, but please indicate whether we may approach the referees straight away. Two references will normally be sufficient, but the Diocese reserves the right to approach other past employers or educational institutions you may list in your application, for the purposes of verifying dates of employment, qualifications gained, or other material facts.

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| May the person be asked for a reference before an offer of employment is made?  Yes/No | |

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| May the person be asked for a reference before an offer of employment is made?  Yes/No | |

**PART E: PERSONAL STATEMENT (600-1500 words)**

Making reference to the job description/person specification, please state below your reasons for applying for this post, and how you feel that your experience, achievements, and career plans, have made you a suitable candidate (continue on a separate sheet if necessary).

**DECLARATION**

Data protection: Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The Diocese treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Diocese’s job applicant privacy notice which can be found on the Working for Us page of the Diocese website.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant’s signature or name

Date

Note: Any false, incomplete or misleading statements may lead to dismissal.