

BELVOIR PARISH CHURCH

**Application for the post of
Church Administrator at Belvoir Parish**

Completed forms should be returned to:

emma@belvoirparish.co.uk

Closing date for applications: -

Friday 20th December 5pm

Applications received after this date will not be considered.

1. Personal Details

Surname	
Forename(s)	
Name usually known by	
Address	
Post Code	
Phone	
Email	

If you consider that you may require reasonable adjustments to be made to assist you in attending for interview, please state below the arrangements which will need to be made for you to be able to attend

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2. Career History

Please detail below all your employment/self-employment relevant to your application. Start with your present/most recent employment. Show the name of the employer (or name of company, if self-employed), job title(s), main duties and responsibilities and dates of employment.

Name and Address of Employer	Job Title/s Grade/Position	From		To		REASON FOR LEAVING
		Month	Year	Month	Year	

Please explain any gaps in employment

Main Duties and Responsibilities in your current / most recent role

3. Referees

May we approach your present/most recent employer for a reference if we are considering you for appointment? (please be assured that approaches will not be made to current employers without informing you)

Yes ☐ No ☐

Name/Title of person from whom current / most recent employer's reference should be sought: -

Name/Title	
Position	
Address	
Telephone	
E-Mail	

Please supply details of two additional referees. These should be people who know you well and could comment on your suitability for the post but are not members of your family.

Name	
Job Title	
Address	
Telephone	
E-Mail	
Relationship to you	

Name of additional referee	
Job Title	
Address	
Telephone	
E-Mail	
Relationship to you	

4. Criminal Convictions

Have you ever been convicted of a criminal offence or are there any charges outstanding?

Yes ☐

No ☐

If so, please give full details. You need not include motoring convictions unless your driving licence has a current endorsement, and you need not include convictions which are spent

5. Do you have the right to work in the UK?

Yes ☐

No ☐

Note: the employer may require proof of this right before an offer of employment can be confirmed

The remainder of this form is used to record the qualifications, skills and experience which are required from the Person Specification (enclosed with this application form)

Please note that no candidate will be short-listed unless their application demonstrates that they meet **all** the essential criteria. In the event of several candidates meeting all of the essential criteria, the desirable criteria may be used to assist with short-listing.

It is essential that you fully describe in each of the following sections how you meet the particular experience and qualities sought, giving relevant examples.

6. Qualifications

With reference to the person specification, please demonstrate that you have the qualifications required / desired for the post.

7. Experience

With reference to the person specification, please set out how your experience meets the specification for this post. Please be as specific as possible when providing examples.

(max 500 words)

8. Skills and abilities

With reference to the person specification, please set out below how your skills and abilities meet the criteria for this post. Please be as specific as possible when providing examples.
(max 500 words)

9. Personal / character

With reference to the person specification, please set out how you meet the requirements of the post. Please be as specific as possible.

(max 500 words)

10. Other

With specific reference to the job description and person specification, please set out below how you meet the other stated criteria for the post. Please also use this section to provide any additional information in relation to your suitability for the post that you wish to give in support of your application.
(max 500 words)

11. Data Protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment, the information will be used in the administration of your employment. The employer may also use the information if there is a complaint or challenge relevant to this recruitment process.

The employer may check the information collected with third parties or with any other information held by the employer. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form it will be assumed that you agree to the processing of sensitive personal data (as described above), in accordance with the principles set out in Data Protection law.

12. Declaration

The particulars given by me in this application are true and accurate to the best of my knowledge and belief. I understand that if I am found to have given false information or wilfully to have suppressed any material fact, I will be liable to either disqualification or, if appointed, to dismissal.

I consent to the personal data contained in this application form being processed in accordance with the data protection statement above.

Signed

Print Name

Date