

Church Office, The Avenue, Combe Down, Bath, BA2 5EE

## **APPLICATION FORM**

**POSITION APPLIED FOR:** Finance Officer

**The following information will be treated in the strictest confidence.**

**Personal** (Please complete this section in BLOCK CAPITALS)

Surname:	
First name:	
Address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
Email:	

Full Driving Licence: **Yes / No**      Endorsements: **Yes / No**  
If YES, please give further details including dates:

Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? **Yes / No**

If YES, please give full details:

Are you subject to any restrictions or covenants which might restrict your working activities? **Yes / No**

If YES, please give full details:

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) **Yes / No**

If YES, please give full details:

If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo

a medical examination before starting employment?

**Yes / No**

Have you ever worked for this Church before?

**Yes / No**

If YES, please give full details:

Do you need a work permit to take up employment in the U.K.?

**Yes / No**

How much notice are you required to give to your current employer?

### **Present or Last Employer**

Are you currently employed?

**Yes / No**

Name of present or last employer:	
Address:	
Telephone Number:	
Nature of Business	
Job Title:	
Brief description of duties	

Reason for Leaving		
Length of Service	From:	To:

Please give details of membership of any technical or professional associations:

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**Past Employment Details**

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

## Education

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

## Interests, Achievements, and Leisure Activities

(e.g. hobbies, sports, club memberships)

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## **Supplementary Information**

Please set out below any further information to support your application  
(e.g. past achievements, future aspirations, personal strengths)

## **Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Church, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Church immediately of any changes to the above details.

Signed:

PRINTED:

Date:

## References

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made?

**Yes / No**

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
Email:	Email:

## Source of Application

How did you hear of this vacancy?

**PLEASE RETURN COMPLETED APPLICATION FORMS ELECTRONICALLY TO LIZ HUME AT  
OPSMANAGER@HTCD.CHURCH**