



**Holy Trinity**  
Combe Down



**St Andrew's**  
Community Church

## APPLICATION FORM

Application form for the post of:	Communications Officer for Holy Trinity combe Down and St Andrews Community Church
Where did you see the vacancy advertised?	

Personal Details			
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		No
Details:			
Do you hold a full valid driving licence?	Yes		No
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.			

## 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 the 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.

## Employment

Your present (or most recent job)

Job Title:	
Current/Most Recent Employer:	
Address:	
Dates from and to: (MM/YYYY)	
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.

Dates from and to	Name of employer and job title	Salary and benefits	Main Duties	Reason for leaving

**Other Periods not covered by employment**

Please give details of any periods not covered above

**Interests, recreation and voluntary work**

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

The visuals you produce must reflect the Christian faith, tell us a bit about the role of faith in your life. Would you feel able to become part of the worshipping community of either Holy Trinity or St Andrews?

What strengths and experience do you have that is relevant to this role?

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

## References

Please give details of two to three referees who can comment on your suitability for the job, one of whom must be your present or most recent employer and one from a leader in your current church. References from **friends and relatives are not acceptable**. We reserve the right to contact any of your previous employers. We prefer to contact referees after shortlisting but prior to the interview however please indicate below any referees that should only be contacted were you to be offered the post.

### 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?	

### Referee 3:

Name:	
Address:	

Telephone Number:	
Email:	
Position/Occupation:	
Relationship to you:	
May we approach this referee?	

**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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Please note that information provided on the application form will be viewed by the recruiting manager and interview panel.

Thank you for taking the time to apply for this post. We look forward to reading your application and discerning the path forward.

Please remember to return this form by no later than the advertised closing date.