



Holy Trinity
Combe Down



St Andrew's
Community Church

APPLICATION FORM

Application form for the post of:	Media and Communications Officer for Holy Trinity and St Andrews in Combe Down
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	<input type="checkbox"/>	No
Details:			
Do you hold a full valid driving licence?	Yes	<input type="checkbox"/>	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.

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.			
Signature		Date	

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.