

**United Benefice of Holy Trinity with St Philip
Dalston & All Saints' Haggerston.**



| |
|---|
| For Office Use Only: Candidate Number: |
|---|

APPLICATION FORM

CONFIDENTIAL

Please complete in type or black ink.

| | | | |
|--|---------------------------|------------------|-------|
| POSITION APPLIED FOR: PARISH ADMINISTRATOR | | | |
| PERSONAL DETAILS: | | | |
| Surname: | Forenames | Address: | |
| Title for correspondence (eg Mr/Mrs/Ms/Dr) | National Insurance number | Post Code: | |
| Have you have a valid driving licence? | Yes/No | Email address: | |
| Do you require a visa to work in the UK? | Yes/No | Telephone: Home: | Work: |
| EDUCATION AND TRAINING (Please include all education and training undertaken) | | | |
| School/College/Other | Qualification | Grade | Year |
| MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS | | | Year |
| | | | |

EMPLOYMENT HISTORY

Present Employment

Name and Address of Present Employer:

Job Title:

Date Commenced:

Present Salary:

Period of Notice Required:

Duties:

Reason for wishing to leave:

PREVIOUS EMPLOYMENT: From most recent post

| Dates From - To | Employer | Job Title/Duties | Salary | Reason for leaving |
|-----------------------|----------|------------------|--------|-----------------------|
| | | | | |

SUPPORTING STATEMENT

Please explain how you would relate your education, training and experience (including that not related to employment) to the requirements of the post for which you are applying.

INTERESTS

REFERENCES:

Please give the names, addresses, telephone numbers and status of Two referees who are willing and able to give an opinion on your abilities and academic/professional experience. One referee should be your present or past employer.

References are normally taken up when the applicant is being invited for interview, unless you have specifically requested otherwise in this section.

1.

Email address:-

2.

Email address:-

If your present employer is not quoted please state reason why.

If an offer is made and accepted we reserve the right to contact your present employer.

ADDITIONAL INFORMATION:

Where did you learn of this vacancy?

Please give any dates in the near future when you are not available for interview.

Please supply details of any unspent Criminal convictions as defined under the Rehabilitation of Offenders Act 1974.

Please record how many days you have lost from work in the past 2 years, as a result of sickness, supplying details if appropriate.

DATA PROTECTION ACT 1998

The information comprising your application will be stored as hard copy. Some information will also be stored electronically. The information will be used in the selection process, and, if you are appointed, will also be used for the purposes of human resources administration. Such usage will be subject to the provisions of the Data Protection Act 1998.

DECLARATION

I declare that the information I have given is true to the best of my knowledge.

Signed _____ Date _____

Thank you for completing the form. Please return it to:

The Vicarage
Livermere Road
London E8 4EZ

We look forward to hearing from you.

In accordance with the 1998 Data Protection Act, I agree that Trinity Centre may hold and use personal information about me for volunteering reasons and to keep in touch with me. This information, including that contained in this form can be stored on either manual or computer files. It will be held securely and only accessed by authorised personnel.

Monitoring

We will treat the following information as confidential and we would appreciate your co-operation in helping us monitor the effectiveness of our Equal Opportunities Policy. Your application will not be affected by the information provided and will be separated from your application form on receipt.

- Male/Female
- Do you consider yourself to have a disability?* Yes/No

If yes, please provide further details:

*The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment which has a substantial and long-term adverse affect on their ability to carry out normal day-to-day activities.

- Age Group
 - Under 25 46 – 55
 - 26 – 35 56 – 65
 - 36 – 45 66 +
- What is your ethnic group? (grouping is based on the categories used in the Census in England & Wales in 2001). Choose 1 section from (a) to (e) then tick the appropriate box to indicate your cultural background.

a) White

- British
- Irish
- Any other White background
- Any other mixed background

b) Mixed

- White & Black Caribbean
- White & Black African
- White & Asian

c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

d) Black or Black British

- Caribbean
- African
- Any other Black background

e) Chinese or other ethnic group

- Chinese
- Any other