

Application form for post of ADMINISTRATOR (part time)

Section 1: Personal Details

Surname Please use black ink if handwriting

Forename(s)

Address

Telephone:

E-Mail

Mobile:

Section 2: Your Employment History

Why do you want to apply for this job?

Employment history: please include name of employer, post held, length of service, specific achievements, salary and reason for leaving. Please start with your present employment. (You may continue on separate sheets)

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Section 3: Your Education and Qualifications

i) Principal secondary schools and qualifications

From	To	School & qualifications completed (including grades)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

ii) Further education. Please give qualification obtained with class if degree.

From	To	College, Course etc.
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other professional/practical qualifications obtained

From	To	Qualification / Experience
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 4: Your chance to shine!

In support of your application, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by reference to the job description and/or person specification. (You may continue on separate sheets)

Using computer software well is a big part of this job. Which software packages are you familiar with, and which do you think would be useful in this role? You may want to refer to the Job Description here!

Please give brief details of your personal interests, hobbies etc:

Section 5: Other things we need to know

To comply with the Equality Act 2010, please specify any reasonable adjustments, due to disability, to enable you to attend an interview, or which you wish us to take into account in considering your application

Section 6: References

Please give names, occupations and addresses (including e-mail if possible) of two persons to whom reference can be made. If you are involved in a church, one could be your current church leader, another, your present/most recent employer. Please obtain their permission. We'll take up references from the successful candidate after interview. Any job offer will be subject to receipt of satisfactory references.

Section 7: Disclosure and Declaration

Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974

(Please read the notes on the back page before completing this section)

St Peter and St Paul's Church is committed to safe working practices for all, and especially in relation to children and vulnerable adults. Before we appoint any member of staff we will need to complete a Disclosure and Barring Service (DBS) check. Please make one of the following declarations:

I have read the notes on the disclosure of convictions as set out on the back page of this form and:

I have nothing to declare, or

I have information to declare and I have attached a sealed envelope containing details.

(Please tick one box)

Authorisation and Data Protection

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I **authorise** St Peter and St Paul's Church, Upton, to make any checks that may be necessary to verify this. False information, or a failure to supply the details required in this application form, could make an offer of employment invalid or lead to termination of employment.

I **agree** that personal data relating to me which has been or is obtained by St Peter and St Paul's Church, Upton, including personal data given by me on this form, may be held and processed either on a computer or in manual records and may be disclosed to authorised persons within the Church and used by St Peter and St Paul's Church, Upton for any purpose relating to my application and prospective recruitment and employment.

Signature..... Date.....

NOTES:**General :**

- Please use this form to apply, don't send a CV!
- Please sign and return the completed form to **Rev'd Barry Unwin, Rose Bay, Tunnel Hill, Upton on Severn, WR8 0QL**
- Deadline: **Monday 7th September (midnight)** Interview date: **Monday 14 Sept 2020**

Disclosures

All applicants must disclose any previous conviction or caution. Any information provided is confidential and will be considered only in relation to the particular post for which you have applied. You should enclose the details required in a sealed envelope. This will be retained with your application form and opened only by an authorised person.

You are required to disclose all criminal convictions, including any which may be 'spent' under the Rehabilitation of Offenders Act 1974. This is because this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and its Amendments. Convictions include:

- A sentence of imprisonment, youth custody or borstal training
- An absolute discharge, probation order, conditional discharge, bind over order, fit person order, supervision order or care order
- Simple dismissal from the Armed forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces
- Detention centre, remand home, approved school or attendance centre orders
- A suspended sentence
- A fine or any other sentence not mentioned above Any failure to disclose convictions could result in dismissal.

Disclosure and Barring Service (DBS) checks

If successful in your application, you will be asked to give your consent for St Peter and St Paul's Church, Upton to undertake a DBS check. This check will not be made without your consent, although refusal to give consent could prevent your appointment. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence.