

Application form

Please complete using black ink or type.
 If you require assistance to complete this form please contact.....



BISHOP OF BLACKBURN.....

Post applying for ASSISTANT SECRETARY	Ref No.
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Personal Details	
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Title	Surname
Forename	
Address	Telephone (Home- daytime)
Postcode	Mobile
Email:	Email:
Are you eligible for work in the UK?	

Referees	
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Name	Name
Position	Position
Address of Organisation	Address of Organisation
Telephone	Telephone
Email	Email

May we contact your referees before interview? Y/N

What is the period of notice you would be required to give your current employer?

EDUCATION AND TRAINING

Based on the job description list education, training, any relevant professional qualifications and membership of professional organisations. Please give details.

[Empty box for providing details on education and training]

EMPLOYMENT HISTORY

Starting with your current/most recent appointment (clergy applicants please state parish), indicate what you have done in the last 10 years. Please include the contact name and full address of previous employers.

Name and address of employer	Start and leave date	Post held and brief description of responsibilities	Reason for leaving

INFORMATION IN SUPPORT OF YOUR APPLICATION

Looking at the person specification, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. If the post has an occupational requirement (OR) , please state how you meet this.

[Empty box for providing information in support of the application]

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees [and office holders] of the national church [diocese]) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.

Please confirm that you are able to comply with this:

I confirm that the information given on this form is correct and understand any incorrect information given may lead to dismissal.

Signed

Date

This page will be removed from your application before shortlisting

Asylum and Immigration Act 1996

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. In order to comply with the act we must ensure that all prospective employees have the right to work in the UK.

Do you require a work permit? Y/N

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974 any conviction for a criminal offence can be regarded as spent provided:

- The conviction did not carry a sentence excluded from the Act, such as a custodial sentence of over two and a half years
- No further convictions occurred within the rehabilitation period.

Have you been convicted of an offence that is not 'spent'? Y/N

If you have answered 'yes' please give details:

You may be required to complete a CRB check for certain posts.

Data protection

The Data Protection Act 1998 applies to both manual and computerised personal files and requires transparency in the use of information and emphasises the need for privacy and access by individuals. We are compliant with these regulations.

I certify that the information given here is correct

Signature

Date

Guidelines for completing the application form

Personal Details

Please ensure this information is accurate and clear in order that we may contact you should you be shortlisted.

Referees

The referees you nominate should be your line managers from your current and most recent jobs.

Education and Training

List relevant education, training, qualifications and membership of professional organisations.

Employment History

Please list the jobs you have held starting with the most recent.

Information in support of your application

By looking at the person specification, give examples of how you meet the criteria and how this is relevant for this application. Examples can be taken from work, volunteering, community, extra-curricular activities etc. If the post has an occupational requirement (OR) , please state how you meet this.

Declaration on pages 5 & 6

Please sign and date the application form to certify that the information you have given us is correct.

Making your application

Please return completed application to

By [closing date].

If you have not heard from us within four weeks of the closing date you should assume your application has been unsuccessful.