

APPLICATION FORM

PARISH ADMINISTRATOR & VICAR'S PA

Please complete this form accurately and in full. Make sure that you show us how you fit the Personal Specification, since this is how we will decide who to call for interview.

1. PERSONAL DETAILS

Forename(s)	Surname
Date of birth	
Address:	Home phone:
	Work phone:
	Mobile number:
Postcode:	Please indicate which number we should contact you on:
Do you have any disability which may affect your application? YES / NO	
If yes, please give details:	

2. EDUCATION / TRAINING / QUALIFICATIONS

Please tell us all your academic and other qualifications, and any professional memberships etc	
Date	Qualification

3. RELEVANT NON-QUALIFICATION LEARNING

Please tell us about other relevant learning that you have taken part in, e.g. courses

Date	Learning
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(continue on a separate sheet if necessary – please make sure you put your name on each extra sheet)

4. PRESENT / LAST EMPLOYMENT

Name and address of present or last employer

Job Title

Salary

Date appointed

Notice required /
Date left

Please describe your duties and responsibilities

5. PAST EMPLOYMENT (MOST RECENT FIRST)

Please tell us about your previous paid and voluntary employment

Dates, from and to	Employer	Job title and duties undertaken
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(continue on a separate sheet if necessary – please make sure you put your name on each extra sheet)

6. EXPERIENCE

Please give details of your experience, skills, personal qualities and motivation which are relevant to this particular job, together with any other information including leisure interests, activities and anything else to which you may wish to draw attention.

(continue on a separate sheet if necessary – please make sure you put your name on each extra sheet)

7. REFERENCES

Please give names, addresses and status of two referees who can comment as to your suitability for the post. If possible, at least one reference should be from your present/last employer. If you do not wish your referees to be approached before interview, please mark an X in the small box(es).

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8. CRIMINAL CONVICTIONS

PLEASE NOTE that we will request a Criminal Records Bureau check. Appointment will be subject to this being satisfactory.

Please give details of any unspent convictions (if none, simply state 'None')

9. DECLARATION

I certify that to the best my knowledge the information I have given is correct. (Providing false information or deliberately omitting relevant information will make the candidate liable to dismissal or disciplinary action if appointed).

Signature _____ Date _____

*Please return this form (**handwritten**) to us at 64 Selwyn Road, Edgbaston, Birmingham B16 0SW by 5pm on Wednesday 17th March 2010.*

INTERVIEW DATE: *Wednesday 24th March 2010 (interviews will begin at 6pm and finish by 9pm)*