**Application Form**

Once completed, please return this form, marked *Strictly Private and Confidential – Application* to the **Administrator – People and Policies**

**Email:** hr@stedscathedral.org **Post:** Cathedral Office, Angel Hill, Bury St Edmunds, Suffolk, IP33 1LS*.*

**Please Note:** A Curriculum Vitae will not be accepted as a substitute for a completed application form.

|  |  |
| --- | --- |
| Position applied for: |  |
| How did you hear about this vacancy? |  |

**Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | | |
| Surname: |  | | |
| Forename (s): |  | | |
| Current address: |  | | |
| Email address: |  | | |
| Telephone No. (Daytime): |  | | |
| UK Border Agency Requirements: Are you free to remain and work in the UK with no current immigration restrictions? (✓) | | Yes |  |
| No |  |
| **Please note:** *If you are the successful candidate, you will be required to provide documentary evidence of your right to remain and work in the UK.* | | | |
| Do you hold a full, clean, current driving licence valid in the UK? (✓) | | Yes |  |
| No |  |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? (✓) | | Yes |  |
| No |  |
| If **yes**, please provide details: | | | |
|  | | | |

**Referees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Please give details of two people willing to act as referees, one of whom should be your line manager or supervisor at your current or most recent place of employment. Relatives must not be given as referees.* | | | | |
| Do you give permission for your current employer to be contacted before your interview? | | | Yes |  |
| No |  |
| **Referee 1** | | | | |
| Name: |  | | | |
| Address: |  | | | |
| Email address: |  | | | |
| Telephone No. (Daytime): |  | | | |
| Position/Occupation: |  | | | |
| **Referee 2** | | | | |
| Name: |  | | | |
| Address: |  | | | |
| Email address: |  | | | |
| Telephone No. (Daytime): |  | | | |
| Position/Occupation: |  | | | |
| What period of notice are you required to give to your present employer? | |  | | |

**Section 3 – Education and Qualifications**

|  |  |
| --- | --- |
| *Please give details of qualifications e.g. Batchelor’s Degree, A-Levels, BTEC, Access to Higher Education, GCSE* | |
| **Name of Educational Establishment** | **Qualifications Gained** |
|  |  |

*Continued overleaf…*

*Education and Qualifications cont.*

|  |  |
| --- | --- |
| **Name of Educational Establishment** | **Qualifications Gained** |
|  |  |

|  |  |
| --- | --- |
| *Please give details of Postgraduate Education, in-service training/study or any other professional qualifications* | |
| **Name of Educational Establishment** | **Qualifications Gained** |
|  |  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| *Starting with your current employment, please state, in reverse chronological order, what you have done in the course of your career. Please provide details for any period you were not either in employment or in full-time education.* | | | |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
|  |  |
| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
|  |  |
| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
|  |  |
| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
|  |  |
| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |

*Continued overleaf…*

*Employment History cont.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
|  |  |
| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |
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| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
|  |  |
| **Position Held** |  | | |
| **Brief description of responsibilities** |  | | |
| **Reason for leaving and salary** |  | | |

*Please continue on another sheet if needed.*

**Interests and leisure activities**

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| --- |
| *Please include details of any interests outside of work e.g. hobbies, sport, club memberships* |
|  |

**Further information in support of your application**

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| --- |
| *Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application. This may include details of any other training, qualifications or skills relevant to the post, leisure interests and hobbies etc. or details of voluntary work of relevance to this application.* |
|  |

**Medical History**

|  |  |  |
| --- | --- | --- |
| *Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying.* | | |
|  | | |
| *Are there any on-going reasonable working adjustments you would need us to make to accommodate your health should you be successfully appointed?* (✓) | Yes |  |
| No |  |
| If **yes**, please provide details: | | |
|  | | |

**Safeguarding**

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| Please note that the Cathedral is committed to safeguarding the welfare of all children and vulnerable adults, and has stringent processes and policies in place to meet this commitment. |

**Declaration**

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| --- | --- |
| *I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.*  *I hereby give my consent to St Edmundsbury Cathedral processing the data supplied on this application form for the purpose of recruitment and selection.* | |
| **Signed:** |  |
| **Date:** |  |