**Application Form**

Once completed, please return this form, marked *Strictly Private and Confidential – Application* to hr@stedscathedral.org **Post:** Cathedral Office, Angel Hill, Bury St Edmunds, 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**

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| *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**

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| --- |
| *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** |
|  |  |

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

**Employment History**

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| --- |
| *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** |  |
| **Name & address of Employer** |  | **Employed from** | **Employed until** |
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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* |
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**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**

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| *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:  |
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**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:** |  |

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**Equal Opportunities and Diversity Recruitment Monitoring Form**

In accordance with our Equal Opportunities and Diversity Policy, we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion, or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

So that we can assess the success of this policy, we have set up a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name to enable us to monitor applications at the shortlisting and appointment stage.

All information supplied will be treated in confidence and will not be seen by staff directly involved in the appointment. The monitoring form will be detached from your application form, stored separately, and used solely to provide statistics for monitoring purposes.

**Confidential**

|  |  |
| --- | --- |
| Full Name: |  |
| Gender Assigned at Birth | [ ]  Male  | [ ]  Female | [ ]  Prefer Not to Say |
| Which of the Following Best Reflects your Gender Identity  | [ ]  Male  | [ ]  Female | [ ]  In Another Way[ ]  Prefer Not to Say |
| Does Gender Align with Gender Assigned at Birth | [ ]  Yes  | [ ]  No | [ ]  Prefer Not to Say |
| Preferred Title | [ ]  Miss [ ]  Ms  | [ ]  Mrs [ ]  Mr  | [ ]  Dr [ ]  Other: |
| Marital Status  | [ ]  Married[ ]  Divorced[ ]  Single | [ ]  Widowed[ ]  Separated [ ]  Civil Partnership  | [ ]  Other: |
| Ethnic Origin  | [ ]  English/Welsh/Scottish/  Northen Irish/British [ ]  Irish[ ]  Gypsy or Irish Traveller[ ]  Any Other White Background[ ]  White and Black Caribbean [ ]  White and Black African [ ]  White and Asian [ ]  African [ ]  Caribbean[ ]  Any Other Black/African Caribbean Background | [ ]  Any Other Mixed/Multiple  Ethnic Background [ ]  Indian [ ]  Pakistani[ ]  Bangladeshi [ ]  Chinese [ ]  Any Other Asian Background[ ] Arab[ ]  Any Other Ethnic Group  |
| Religion or Belief  | [ ]  No Religion or Belief [ ]  Buddhist [ ]  Christian  | [ ]  Hindu[ ]  Jewish[ ]  Muslim [ ]  Sikh | [ ]  Prefer Not to Say[ ]  Other-Please Specify: |
| Disability | Do you consider yourself to be disabled under the Equality Act 2010?(The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 - defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities.)  | [ ]  Yes [ ]  No |
| If yes, what is the nature of your disability? (Optional)  |
| Age Range | [ ]  16- 24[ ]  25- 34 | [ ]  35- 44[ ]  45-54 | [ ]  55-64[ ]  65+ |
| Sexual Orientation  | [ ]  Bisexual[ ]  Gay/ Lesbian | [ ]  Heterosexual/ Straight | [ ]  Prefer Not to Say |

**Data Protection**

The Company treats data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy. Please see the Cathedral’s job applicant privacy notice.

I consent to the Company processing the data supplied in this form for the purposes of equal opportunities monitoring in recruitment and selection. I understand I may withdraw my consent to the processing of this data at any time by notifying the Human Resources and Safeguarding Administrator or the Data Protection Officer.

Applicant’s Name: Date: