**The Cotteridge Church**

(Methodist Church, Church of England, United Reformed Church)

**JOB APPLICATION**

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| **Position Applied for:** | **Church Administrator**  |
| **Return completed form to:** | **mike.claridge@thecotteridgechurch.org.uk** |

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name:** |  | **Surname:** |  |
| **Home address:** |    | **Email address:** |  |
| **Telephone number:** |   | **Mobile number:** |  |

**Employment history** (starting with your most recent)

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| --- | --- | --- | --- |
| **Role** | **Employer** | **Dates**  | **Main Duties** |
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**Education/training**

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| --- | --- | --- | --- |
| **Establishment** | **Dates** | **Subject** | **Qualifications & Grades** |
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| **Other relevant training, professional qualifications or work related skills** |
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| **Please tell us about any other interests you have.** |
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| **Supporting information***(please expand the box to include more information if you wish)* |
| Please give any details you feel are relevant in support of your application, including:**Why are you interested in this role?****Why do you feel you are suitable for this role?** |
|  | **Other details** |

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| --- | --- |
| What is the notice required in your current post? |  |
| Is your current post your only regular employment? | Yes | No |

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| --- | --- | --- |
| Are you a British subject or a national of any EU country? | Yes | No |
| * If no, do you have the right to work in the UK and a current work permit?
 | Yes | No |
| * + If yes, please state the expiry date of your right to work in the UK and/or your work permit
 |  |

|  |  |  |
| --- | --- | --- |
| Do you have a full driving licence? | Yes | No |
| Do you have any current endorsements? If yes, please give details. | Yes | No |
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| Do you have access to a car you are able to use for work purposes? | Yes | No |

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| --- | --- | --- |
| If you are invited to interview, do you require any special arrangements on account of a disability? | Yes | No |
| * If yes, please give details that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:
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|  |  |
| --- | --- |
| Where did you see the advertisement for the post? |  |

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| **Convictions** |
| Have you ever been convicted of a criminal offence?  | Yes | No |
| If yes please give details of any unspent convictions. *Please note, for some roles employment may be dependent upon obtaining a satisfactory Disclosure and Barring Service (DBS) check.* |

**References**

Please give the details of two referees. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise.

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|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Occupation:** |  |  |
| **Address:** |  |  |
| **E-mail address:** |  |  |
| **Telephone number:** |  |  |
| **May references be taken up before interview?** | **Yes / No** | **Yes / No** |

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| **Personal Information***Personal information from this application may be processed by the Employer under the General Data Protection Regulation (GDPR). Please see our Privacy Notice on our website for full details.*I hereby give my consent to the organisation processing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct. I authorise the organisation to check on any of my qualifications.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PRINT NAME*Note: Any false, incomplete or misleading statements may lead to dismissal.* |