



**DIOCESE OF  
LICHFIELD**



## **Come follow Christ in the footsteps of St Chad**

Address for return of completed form: Rev. Linda Lucking c/o The Parish Office,  
St Andrews Church, 375 Weston Road,  
Weston Coyney, Stoke on Trent, ST3 6HB

or email to [rev.linda.lucking@gmail.com](mailto:rev.linda.lucking@gmail.com)

The **closing date** for all applications (postal or email) is **12.00 noon, on Friday 14<sup>th</sup> February 2020**

**Interviews** will be held on **Tuesday 18<sup>th</sup> February 2020**

*(Please complete this application form electronically or in black ink)*

### **PART A: PERSONAL INFORMATION**

Post applied for:	<b>BENEFICE ADMINISTRATOR: Caverswall and Weston Coyney with Dilhorne</b>
Form Reference: (office use only)	

### **YOUR DETAILS:**

Family name (block capitals):		Title:	
Preferred name:			
Names in full (block capitals):			
Address:			
Phone (that we can use to contact you):			
Email:			
Are you eligible for work in the UK?			

## PART B: EDUCATION, TRAINING AND EXPERIENCE

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

## PART C: EMPLOYMENT HISTORY

*Starting with your current/most recent appointment, indicate what you have done in the last 10 years. Please include the contact name and full address of previous employers. Also please explain any gaps.*

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

## PART D: 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.*

*Also tell us why you have decided to apply for this post.*

## PART E: REFEREES

*This section will be detached from the form as it contains information that is strictly private and confidential. It will not be considered in relation to the job for which you are applying.*

### **Current/most recent employer:**

Name:	
Job title:	
Phone:	
Email:	
Address:	

May we contact your current /most recent employer now?	
What is the period of notice you require in your current job?	

### **Previous employer or character referee:**

Name:	
Capacity in which they know you:	
Phone:	
Email:	
Address:	

*Please note that employed lay people as have duties that require them to represent or speak on behalf of the Church (as is the case with this post) 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:*

Yes/No
--------

*To the best of my knowledge and belief, the information supplied by me on this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.*

Signed:		Date:	
---------	--	-------	--

STRICTLY CONFIDENTIAL

PART F: ADDITIONAL INFORMATION

Post applied for:	<b>BENEFICE ADMINISTRATOR: Caverswall and Weston Coyney with Dilhorne</b>
-------------------	---

Family name (block capitals):		Title:	
Names in full (block capitals):			

**Disclosure of conviction(s)**

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

--

## EQUAL OPPORTUNITIES MONITORING FORM

Caverswall and Dilhorne PCCs wholeheartedly support the principle of equality of opportunity in employment, and believe in the benefits of a workforce drawn from a wide cross-section of the community.

You are invited to answer the questions below. Such information will be held securely and confidentially and solely for the purpose of monitoring. By completing and returning this form, you are consenting to the use of this information for this purpose.

Please put an X in the relevant box.

Gender Female  Male

Age 16 – 25  26 – 35  36 – 45  46 +

Date of birth

### Ethnicity

ASIAN	BLACK	MIXED	WHITE	CHINESE / OTHER
Asian British <input type="checkbox"/>	African <input type="checkbox"/>	White/Asian <input type="checkbox"/>	British <input type="checkbox"/>	Chinese <input type="checkbox"/>
Bangladeshi <input type="checkbox"/>	Black British <input type="checkbox"/>	White/Black African <input type="checkbox"/>	Irish <input type="checkbox"/>	Any Other <input type="checkbox"/>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>	Other <input type="checkbox"/>	
Pakistani <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>		
Asian Other <input type="checkbox"/>				

### Marital Status

Please indicate which of the following best describes your marital status.

Single	<input type="checkbox"/>	Married	<input type="checkbox"/>
Separated	<input type="checkbox"/>	Divorced	<input type="checkbox"/>
Widowed	<input type="checkbox"/>	Undeclared	<input type="checkbox"/>
Civil Partnership	<input type="checkbox"/>		

## Where did you see this vacancy advertised?

Church press  Other daily newspaper\*   
Other\*  Website\*

\*Please specify

Date form completed

## Disability – Equality Act 2010

Please outline any reasonable adjustments you may need if invited to attend an interview.

Signed:	<input type="text"/>	Date:	<input type="text"/>
---------	----------------------	-------	----------------------

Thank you for your interest in this post. If you decide to apply, please complete the forms and return them:

By post to: Rev. Linda Lucking c/o The Parish Office,  
St Andrews Church, 375 Weston Road,  
Weston Coyney, Stoke on Trent, ST3 6HB

or email to: [rev.linda.lucking@gmail.com](mailto:rev.linda.lucking@gmail.com)

The closing date for all applications (postal or email) is 12.00 noon on Friday 14<sup>th</sup> February 2020

Interviews will be held on Tuesday 18<sup>th</sup> February 2020