

The Cotteridge Church

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

JOB APPLICATION

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)

Role	Employer	Dates	Main Duties

Education/training

Establishment	Dates	Subject	Qualifications & Grades

Other relevant training, professional qualifications or work related skills

Please tell us about any other interests you have.

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

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
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- If no, do you have the right to work in the UK and a current work permit?

Yes	No
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- If yes, please state the expiry date of your right to work in the UK and/or your work permit	
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Do you have a full driving licence?	Yes	No
Do you have any current endorsements? If yes, please give details.	Yes	No
Do you have access to a car you are able to use for work purposes?	Yes	No

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:		

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. <i>Please note, for some roles employment may be dependent upon obtaining a satisfactory Disclosure and Barring Service (DBS) check.</i>		

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.

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

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.