ROLE APPLICATION

This form has been designed to tell us all we need to know about you at this stage. Please study the requirements set out in the Job Description and make sure your response either in this form or a covering letter explains how your qualifications, experience, skills and abilities meet our requirements.

Please complete the form in black ink, or fill in electronically and email it to us.

# Personal Information

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, etc): |  |
| Previous names (if any): |  |
| Address for communications: |  |
| Daytime telephone number: |  |
| Are you subject to immigration control? | YES / NO |
| Are you free to take up employment in the UK? | YES / NO |
| Dates you are not available for interview |  |

**Education**

**From GCSE or equivalent to degree level in chronological order**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Postgraduate education or study or any other professional qualifications**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

## Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| From  | To | Name and address of employer | Description of duties and responsibilities and reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other Information

|  |
| --- |
| Do you have any other relevant qualifications or skills  |

|  |
| --- |
| Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.  |

|  |
| --- |
| Do you hold a full UK Driving Licence?  |

|  |
| --- |
| Please give brief details of your hobbies, interests and voluntary work.  |

|  |
| --- |
| Please use this space to say why you are interested in the post and mention anything else which supports your application. Continue on a separate sheet if necessary.  |

|  |
| --- |
| If you are disabled or suffer from an acute or chronic ill-health problem, please give details of any special arrangements you would require to enable you to attend interview. |

Referees

Please give details of two referees, one of whom must be a previous employer. Neither referee should be a relative.

|  |  |
| --- | --- |
| First referee | Second referee |
|  |  |

Declaration

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that 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.

Signed: ………………………

Date: …………………………

Please return this application form, by post to:

Rev. Carl Robinson

9 Summer Lane

Whipton

Exeter

EX4 8BY

Or electronically to carl@whipton.church (you will be asked to sign your application form in person if you are selected for interview)

Closing Date for Applications: Friday 26th January 2024