

APPLICATION FOR APPOINTMENT

Position applied for:	Assistant Administrator. All Saints with Holy Trinity Church, Loughborough (closing date 29 September)
Return completed application form to:	churchwardens@allsaintsloughborough.org.uk

Personal details

Forenames:		Surname:	
Home address:		Email address:	
Telephone number:		Mobile number:	

Employment History (please provide additional information on a separate sheet, or expand boxes as appropriate)

Role	Employer	Dates	Main duties

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Training, professional qualifications and/or work-related skills

Please list any membership of professional bodies with details of any office held

Please outline any interests you have

Supporting information (please provide additional information on a separate sheet, or expand boxes as appropriate)

Please give any details you feel are relevant in support of your application, including:

- 1. Why you are interested in this role**
- 2. Why you feel you are suitable for this role**

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Other details

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 EU and a current Work permit		
*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?		
Do you have any current endorsements? (delete as applicable)	Yes	No
*If yes, please give details		

Do you consider yourself disabled?	Yes	No
Are you registered disabled?		
*If yes, please give details of any requirements for interview arrangements		

References

Please give the details of two referees. One should be your current or most recent employer.

	Referee 1	Referee 2
Name		
Occupation		
Address		
Email address		
Telephone number		
May references be taken up before interview?		

Data Protection

Information from this application may be processed for purposes registered by the employer under the Data Protection Act 1988. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to the Employer 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

(NB if an electronic signature is not available shortlisted candidates can sign the form at interview.)