 

**Application Form**

**For the part-time post of**

**secrertaryAdministrator**

Please complete this application form in **black** ink and return it to

 the the person below.

All correspondence should be marked **“Private & Confidential”**.

**Please return to:**

**Revd Canon Garth Nathaniel**

**Rector of Ipsley**

**Ipsley rectory**

**Icknield Street**

**Ipsley,**

**Redditch**

**B98 0AN**

g.nathaniel@btinternet.com

**Part-Time Secretary Administrator**

**Application for the office of:**

**SECTION 1 – Personal Details**

Surname

Christian Names

Address

Home telephone number Mobile

 Email Fax

**SECTION 2 – Present Employment**

**i) What is your present employment? Please give the date you started and a brief outline of the work.**

**SECTION 3 – Further Education and Professional Qualifications**

Please give details, with dates, *most recent first*.

**i)** **Further education (including theological college or course)**

Please give qualification obtained with class if degree.

*From To College, Course etc.*

**ii) Other professional/ practical qualifications obtained (eg teaching, social work).**

 *From To Qualification / Experience*

iii) How proficient are you in the following software currently in use in the Church.

 *Please indicate your proficiency by marking it on a scale of 0 – 10 where zero means no knowledge at all and 10 being very proficient*

**Word 0 5 10**

**Publisher 0 5 10**

**Excel 0 5 10**

**Outlook 0 5 10**

**SECTION 4 – Career**

Please give details, dates, *with earliest first*. Please explain any gaps and give a relevant address for each appointment.

 *From To Description (nature of work and responsibilities)*

**SECTION 5 – Community and other interests**

**a) Responsibilities in the community**

Please indicate your responsibilities – if any - in the community, eg school governor, political or community service. What did you accomplish?

**b) Other areas of interest**

 Please indicate your involvement – if any - in special areas of concern, eg particular issues in the contemporary life, international matters, academic or artistic interests.

**c) Other interests**

 Please indicate other recreational interests.

**SECTION 6 – Personal Statement**

**Please state your reasons for applying for this post**

What you write and how you write it will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the personal specification, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests.

You will also want to set out your thoughts about how you will take forward some of the challenges and issues set out in the role specification.

If come from a different Church tradition than the Church of England from the one you have come from, give examples of how you have worked across traditions, and what level of understanding you have of the working and governance of the Church of England.

*(Continued....)*

**SECTION 7 - Transport**

Please be advised that the information in this section will be considered, as public transport access to the Church is considered not to be sufficiently good to enable access. Please tick the relevant box/es below.

Do you possess a current full Driving Licence?

Do you own a car?

Do you have access to transport?

**NB**

*All candidates must note that no offer of a job/post will be made until:*

* *Receipt of references;*

**Data Protection Act 2018 and Declaration**

Applicants are advised that any information contained in, or derived from, their application may be retained in both manual and computerised format for the purposes of recruitment administration, the production of statistical data related to recruitment or equal opportunities and, on appointment, personnel, payroll and pensions administration. Information contained in, or derived from, unsuccessful applications and/or the interview process may be retained for a maximum of 12 months.

I hereby consent to the continued processing of all such sensitive data as outlined above.

To the best of my knowledge and belief the information supplied by me on each section of this form is correct. I understand that deliberately falsifying or withholding information in this form or any documentation relating to my future appointment may result in non-appointment or, if employed, dismissal.

**Signed:** .........................................................................................................................................................................

**Print:** ........................................................................................................................................................................

**Date:** ........................................................................................................................................................................

**Where did you hear of this Vacancy?**

**If appointed, when would you be available to start?**

**I certify that the information given in this application is correct.**

Signature: .................................................................................... Date: ......................................................

*It* *is important that this application form is completed by applicants. A Curriculum* *Vitae is not an acceptable substitute. If it is completed and submitted electronically, a signed copy should also be sent by post. Please use black ink on hard copies of the form.*

*The Data Protection Act of 2018 applies to all references and commendations.*

**SECTION 8 - Confidential**

***This section will be removed by the person administering the application process and will only be made available to the Rector.***

**References:**

Please give names, occupations and addresses (including telephone and e-mail if possible) of three persons to whom reference can be made and the capacity in which they have known you.

At least one should be either your current employer or someone you have recently worked with.

Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  |  |  |
| Occupation |  |  |  |
| Address |  |  |  |
| Telephone number(s) |  |  |  |
| Email |  |  |  |

We expect to take up references before the interview unless you have indicated otherwise.

**Health:**

a) Please specify any special access requirements you may have in order to attend interview, eg deaf loop system.

b) Do you have any health related condition that would affect your ability to carry out functions that are *intrinsic* to the post? *(See person specification for details)*.

**Marital Status:**

Please describe your marital status

**UK Border Agency requirements**

Are you free to remain and work in the UK with no current immigration restrictions?

*Please note that you will be required to produce documentary evidence of your right*

*to remain and work in the UK if you are invited to interview.*

Yes / No

**Protecting children and vulnerable adults**

Are you aware of any police enquiries undertaken following allegations against

you, which may have a bearing on your suitability for this post?

If successful the Candidate will be asked to fill out a confidential self-declaration.

Yes / No

**Promoting racial equality**

Are you a member or an active supporter of any political movement or

any organisation whose constitution, policies, objectives or public statements

are incompatible with the Church of England’s commitment to promoting

racial equality?

Yes / No