

**CONFIDENTIAL**

**ST JOHN THE BAPTIST CHURCH, PARISH CHURCH, SHENSTONE – POST OF ADMINISTRATIVE OFFICER**

1. Your details:			
Last Name:		First Names:	
Title:			
Address:			
Post Code:			
Daytime tel. no.		Evening tel. no.	
Mobile tel. no.		Email address:	

2. Education (Secondary, Further / Higher)			
School/college/university	From	To	Qualifications (subjects including grade and date awarded)

3. Job related training (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

Employment history. A continuous employment history is required from when you left full-time education.

4. Current or most recent employment:

Employer's name/dept:			
Address:			
Post held:		Date appointed:	
Principal duties:			
Full-time or part time ( <i>if part-time indicate number of hours and normal work weekly work pattern</i> )			
Salary		Grade (if applicable)	
Other allowances			
Notice period			

5. Previous employment (*most recent employer first*). Please include details of any gaps in employment.

Employer's name and type of business	Post held	Date				Reason for leaving
		From Month	Year	To Month	Year	

6. Voluntary or unpaid work, duties or experience. Please include details of any voluntary work undertaken in the last 5 years which is relevant to the post applied for.

Organisation	Nature of voluntary work	Date	
		From	To

7. Reasons for applying for this post.

8. Experience and personal skills. Please give details of all your experience, skills and abilities relevant to the post applied for. In doing so you should refer to the job description and employee specification for the post.

9. Additional relevant interests (e.g. membership of clubs or societies, leisure activities and hobbies)

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10. References

Please give details below of two people who can provide information that will confirm your suitability for this post. Where appropriate one person should be your current or most recent employer; the other should be someone who can comment on your suitability for the post. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview.

Please indicate if you would prefer that we do not contact a referee before interview.

Name		Position	
Address		Postcode:	
Daytime tel. no.		Email:	
Name		Position	
Address		Postcode:	
Daytime tel. no.		Email:	

11. Where did you see the advertisement for this post?

**PLEASE NOTE.** If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring System**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity. Any criminal record information arising out of the disclosure process will be discussed with you before a final decision is made about your employment.

Signature of Candidate

Date

**Thank you for completing this form.**