



Please return this form to:

Reverend Canon Tim Pullen

email: slwollaton@gmail.com

post: The Rectory, 143 Russell Drive,
Wollaton, Nottingham NG8 2BD

Application Form

Application for the post of

St Leonard's Church Administrator

This form must be completed by all applicants, a CV on its own will not be accepted.

The application form may be completed and submitted electronically, by doing so you are confirming that the information submitted is correct.

Part A – Personal Details

Surname	Forenames (please underline the name you wish to be known by)
Title	
Address	Telephone Contact Details
Postcode	Home Work Mobile
National Insurance Number	Email contact details

Part B – Education and Qualifications

Please list your educational qualifications relevant to this post

Qualification(s)	Institution	Grade(s)
Other qualifications or training courses attended		

Part C - Career History
(starting with the most recent employer)

Employer	Dates	Role/Duties

Part D - Personal Statement

Please describe your relevant experience, knowledge and skills for this post with particular reference to the person specification providing evidence of how you meet the criteria drawn from your previous roles both voluntary and paid

Please remember that we will not infer information, so you need to demonstrate explicitly how you meet the selection criteria. What you write and how you write it will help those making the appointment to build up a picture of you. Candidates who do not demonstrate how they match the criteria will not be short-listed. You may continue this section on up to one further A4 sheet of paper if necessary

Personal Statement Continued....

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Declaration

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief.

I understand that any offer of employment will be subject to all references including Disclosure and Barring Service (DBS) checks (where relevant) and that all permanent posts commence with a probationary period of at least 6 months.

(For certain posts, any offer is subject to a Disclosure and Barring Service (DBS) check, in which case, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.)

Signature Date

Part E - References

Please give the names and addresses (including email if possible) of three persons to whom we may apply for references. At least two references should be from people who have a detailed up-to-date knowledge of your work (eg your present employer). Please obtain their permission.

References will be taken up after interview.

Reference 1

Name
Email address
Address
Relationship to you

Reference 2

Name
Email address
Address
Relationship to you

Reference 3

Name
Email address
Address
Relationship to you