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| **CONFIDENTIAL APPLICATION FORM** | | | |
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| Application for the position of | PA and Administrator  12 month fixed term contract | | |
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| **SECTION 1** |  |  |  |
|  |  |  |  |
| Surname |  | | |
|  |  |  |  |
| Christian names |  | | |
|  |  |  |  |
| Address |  | | |
|  |  |  |  |
| Home telephone number |  | | |
|  |  |  |  |
| Mobile number |  | | |
|  |  |  |  |
| E-mail |  | | |
| **SECTION 2 – PRESENT APPOINTMENT**  What is the title of your present role? Please give the date you started and a brief outline of the work. | | | |

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| **SECTION 3 – EDUCATION AND PROFESSIONAL QUALIFICATIONS**  Please give details, with dates, **most recent first**. | | | | |  |
| **a) Education.** Please give qualification obtained with class if degree. | | | | |  |
| From | To | Qualification | | |  |
|  |  |  | | |  |
|  |  |  | | |  |
| **b) Other training or professional/practical qualifications obtained** (e.g. training, first aid, teaching, youth work, children’s work, social work, further study). | | | | |  |
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| **SECTION 4 – CAREER** | | |  |
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| **Career to date** – please give a brief indication, with dates of employment, (full and part-timenot including present appointment) with details of the nature of the work and responsibilities and explain any gaps. | | |  |
| From | To | Description (nature of work and responsibilities) | Reason for Leaving |
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| **SECTION 5 – COMMUNITY AND OTHER INTERESTS**  **a) Responsibilities in the community / wider church**  Please indicate your responsibilities in the community, e.g. school governor, political or community service. What did you accomplish? Please indicate tasks undertaken for the wider Church, or work for a Church voluntary organisation, and how you contributed to progressing their agendas. |
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| **b) Other areas of interest**  Please indicate other recreational interests. |
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| **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 person specification, drawing on gifts, skills, knowledge and experience from your 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. | | | |
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| **SECTION 7 – CONFIDENTIAL**  **This section will be removed by the person administering the application process and will only be made available to the chair of the interview panel.**  **References:**  Please give names, occupations and addresses (including 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 your current employer, one a church leader so that professional and personal references are provided. Referees should have a detailed up-to-date knowledge of your work. Please obtain their permission. | | | | | |
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| **Appointment to this post will be subject to satisfactory references following interview.**  **Health:**  Please specify any special access requirements you may have in order to attend interview e.g. deaf loop system otherwise   |  | | --- | |  |   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.)   |  | | --- | |  |   **UK Border Agency requirements** | | | | | |
| Are you free to remain and work in the UK with no current immigration restrictions? | | | | | Yes/No |
| 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. | | | | |  |
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| **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? | | | | | 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 |
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| **Where did you hear of this post?** | | | | | |
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| **If appointed when would you be available to start?** | | | |  | |
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| **I certify 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 successful candidate will be required to receive an enhanced disclosure from the Disclosure and Barring Service.  Travelling expenses and subsistence allowance at (45p per mile or 2nd class train travel) will be allowed to candidates selected for interview. | | | | | |
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| Closing date for applications | 7th May 2024 | | Please return to: | Alex Davis  Operations@stmbb.church | |
| Interviews will be held on | 13th May 2024 | |

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| **NOTES FOR APPLICANTS**  Increasingly role descriptions and person specifications are being used in appointments. These help all parties to be clear about what qualities and experience are being sought and on what basis the decision to appoint will be made.  This form helps you to demonstrate your calling to the post, showing how your gifts, skills, experience and qualities match the criteria. It allows those making appointments to demonstrate their discernment of the successful candidate by assessing applicants against selection criteria in a structured way, avoiding bias. In completing the form you should ask yourself “What might I under God be able to bring to the needs of this post?”  You are encouraged to complete the form electronically. This eases administration and allows interviewers to concentrate on the facts you are presenting rather than having first to read your handwriting. Start with the most recent one first when listing dates.  Please complete each section fully. Saying ‘see CV attached’, for example, is not sufficient.  Once you have completed the form, read it through and check you have shown how you meet each of the criteria.  Section 6 – Personal Statement allows you to explain why you are applying for the post and, using examples from your previous work and experience, why you are suited to it. Pull together the relevant information from other parts of the form. Don’t forget to include information about things you have done in your career or relevant interests. Concentrate on facts, things your interests have caused you to do, rather than mentioning a general interest in a particular subject. But don’t be too detailed, 2 pages of personal statement is enough. The interview gives the opportunity to explore these areas further. |

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| **RECRUITMENT MONITORING FORM**  **Please complete this monitoring form. St Michael’s recruitment process is monitored to check that unfair discrimination is not taking place. To help us in this, please complete Pages 1 and 2 by ticking the relevant boxes, as part of our equal opportunities policy. These Pages will be detached from the rest of the application form before shortlisting takes place.** | | | | | | |
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| **Application for the office of:** | | |  | | | |
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| **1 What is your ethnic group?** | | | | | | |
| *A White* | | | | | | |
| White UK | |  |  |  | Irish |  |
| White non UK | |  |  | |  | |
| White UK | |  |  | |  | |
| Any other white background (please give details) | | |  | | | |
| *B Mixed* |  |  |  | |  | |
| White and black Caribbean | |  | White and Asian | | |  |
| White and black African | |  |  | |  | |
| Any other mixed background (please give details) | | |  | | | |
| *C Asian or Asian British* |  | |  | |  | |
| Indian | |  | Pakistani | | |  |
| Bangladeshi | |  |  | |  | |
| Any other Asian background (please give details) | | |  | | | |
| *D Black or black British* |  | |  | |  | |
| Black Caribbean | |  | Black African | | |  |
| Any other black background | |  |  | |  | |
| *E Chinese or other group* |  |  |  | |  | |
| Chinese | |  | Vietnamese | | |  |
| Any other ethnic group (please give details) | | |  | | | |
| **2 Gender** |  | |  | |  | |
| Male | |  |  | | Female |  |
| **3 Age Group** |  | |  | |  | |
| 16 – 25 | |  |  |  | 26 – 35 |  |
| 36 – 45 | |  |  |  | 46 – 55 |  |
| 56 – 65 | |  |  |  | 66 – 70 |  |
| Over 70 | |  |  |  |  |  |
| **4 Disability** |  | |  | |  | |
| Do you consider yourself to have a disability or a long term health condition? | | | | | | |
| Yes | |  |  | | No |  |
| **5 Marital Status** |  | |  | |  | |
| Single | |  | Separated | | |  |
| Married | |  | Divorced | | |  |
| In a civil partnership | |  | Civil partnership dissolved | | |  |
| Married after divorce with a partner still living | |  |  | |  |  |
|  |  | |  | |  | |
| **6 Pregnancy** |  | |  | |  | |
| Are you pregnant or on maternity leave? | | |  | |  | |
| Yes | |  | No | | |  |
|  | |  |  | | |  |
|  | |  | *Form dated March 2021* | | | |