



ST. LAURENCE'S CHURCH

UNION STREET, CHORLEY, LANCASHIRE, PR7 1EB

APPLICATION FORM

Please return your completed application to Lucy Hubberstey on
hr@stlaurencechorley.co.uk by 5pm on Friday 1st May 2026

Please complete all pages in full

CONFIDENTIAL

Post applied for: **Rector's PA**

PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms etc):	
Surname:	
Forename:	
Address & Postcode:	
Telephone:	
Email:	
National Insurance Number:	



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COVERING LETTER

Please detail in the section below why you are applying and what skills and experience you will bring to the role:



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EMPLOYMENT

Please give details of your **current/most recent** employer in the section below:

Employer name:			
Employer address:			
Employer telephone:			
Post held:			
Dates post held:	From:		To:
Notice period required:			
Reason for leaving:			

Please give details below of your main duties and responsibilities:

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Please give details below of **all previous employment** (most recent first):

Employer name	Position held	Dates (to/from)	Reason for leaving
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EDUCATION AND TRAINING



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Please give details below of secondary education, further/higher education and qualifications gained:

School/College/University	Dates		Subjects/Examination Results
	From	To	

Please give details below of other qualifications and/or relevant training:

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Please give details below of any membership of professional bodies etc:

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ADDITIONAL INFORMATION

Please give details below of your relevant skills, knowledge and experience
(please refer to the job description and person specification when completing this section)

REFEREES

Please give the name of two referees in the section below, not related who are able to provide us with information to support your application.

One should be your most recent employer. If you have not had previous employment your Head teacher, lecturer/college tutor or a member of a



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community or volunteer co-ordinator where applicable.

Please note: employment will only be commenced on receipt of two satisfactory references.

Referee 1		Referee 2	
Name:		Name:	
Position:		Position:	
Relationship :		Relationship:	
Address:		Address:	
Telephone:		Telephone:	
Email:		Email:	
May we contact prior to interview? please select an option below		May we contact prior to interview? please select an option below	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	

REHABILITATION OF OFFENDERS ACT

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198'



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<https://www.legislation.gov.uk/ukpga/1974/53/contents?view=plain>

Yes

No

If you have selected 'Yes' in the section above please give details in the section below:

NOTE: If you have selected 'YES' to any convictions, cautions, reprimands or final warnings that are unspent or exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198, the contents of this box will be shared with the Rector, Churchwardens and Safeguarding Officer of St Laurence's.

Should you require any special arrangements for your interview e.g. special equipment or access arrangements, please provide details below. We will contact you prior to the interview to discuss this further.

DECLARATION

Please read the section below and sign/date to accept:



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- I understand that an offer of appointment will be subject to satisfactory references
- I understand that providing false or misleading information will disqualify me from any appointment or if appointed will render me liable to dismissal without notice
- I declare that the information I have given is, to the best of my knowledge, true and complete
- I agree that the information may be used for registered persons under the Data Protection Act 1998 (personal information will not be passed to other organisations without your prior consent).

I agree that the information provided is to the best of my knowledge correct and complete.

Signature:

Date:

Timeline

- Closing date for applications: 5pm Friday 1st May 2026
- Interviews: Thursday 14th May 2026
- Start date: Beginning of July (negotiable)