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**APPLICATION FORM**

**Please return your completed application to Revd Carole Garner by email revcarole1312@gmail.com**

**For an informal conversation about this post, please refer to the recruitment pack**

**Please complete all pages in full CONFIDENTIAL**

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| **Post Applied for: Parish Administrator – Parish of Oswaldtwistle** |

**PERSONAL DETAILS**

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| **Title:** (Mr, Mrs, Miss, Ms, etc.) |

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| **Surname:** |

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| **Forenames:** |

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| **Address:**  **Post code:** |

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| **Telephone: Mobile:** |

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| **E-mail address:** |

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| **National Insurance Number:** |

**COVERING LETTER**

**Please detail why you are applying and what skills and experience you will bring to the role.**

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**EMPLOYMENT**

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| **Name and Address of current/most recent Employer:**  **Telephone:**  **Post held:**  **From: To:**  **Salary:**  **Notice period required:**  **Reason for leaving:** |

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| **Please give details of your main duties and responsibilities:** |

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| **Please give details of all previous employment (most recent first)** | | | |
| **Name of Employer** | **Position held** | **To/From** | **Reason for leaving** |
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**EDUCATION AND TRAINING**

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| **Please give details of secondary education, further/higher education and qualifications gained.** | | | |
| **School/College/University** | **From** | **To** | **Subjects/Examination results** |
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| **Other qualifications and relevant training:** |

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| **Membership of Professional Bodies etc:** |

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| **Hobbies/Interests:** |

**ADDITIONAL INFORMATION**

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| **Please give details of your relevant skills, knowledge and experience (see job description and person specification)** |

**REFEREES**

**Please give the name of two referees, 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 community or volunteer co-ordinator where applicable.**

**Please note: employment will only be commence on receipt of two references.**

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| **Name:**  **Position:**  **Relationship:**  **Address:**  **Tel No:**  **E-mail:**  **May we contact prior to interview**  **Yes/No** | **Name:**  **Position**  **Relationship:**  **Address:**  **Tel No:**  **E-mail**  **May we contact prior to interview**  **Yes/No** |
| **For posts where an occupation requirement exists for the post holder to be a** **Christian in accordance with the Equality act 2010, please provide a faith referee.** | |
| **Faith Referee**  **Name:**  **Position:**  **Name of Church:**  **Denomination:**  **Home Address:**  **Post code:**  **Email address:**  **Tel No:**  **Relationship to applicant:**  ***Your faith referee should have pastoral responsibility for the Church at which you regularly worship. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :*** | |

**REHABILITATION OF OFFENDERS ACT**

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| **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’**  <https://www.legislation.gov.uk/ukpga/1974/53/contents?view=plain>  **YES/NO**  **If ‘YES’, please give details:**  ***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 between HR, the recruitment manager and in some cases the Diocesan Secretary/Director of Education.*** |

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| **Should you require any special arrangements for your interview eg. special equipment or access arrangements, please give details below. We will contact you prior to any interview to discuss this further.** |

**OTHER DETAILS**

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| **For roles that require travel around the Diocese of Blackburn:**  **Do you hold a full driving licence:**  **Yes/No**  **Do you have access to a vehicle:**  **Yes/No** |

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| **Are you, to your knowledge, related to any Member of the ministry team or PCC at the Parish of Oswaldtwistle.**  **Yes/No**  **If yes, please give details:** |

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| **Please state where you saw the job advertisement (website/newspaper/other)** |

**DECLARATION**

* ***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:**