



Benefice of Alcester Minster

JOB APPLICATION

Please complete every section as fully as possible, and return a **SIGNED** copy of the form to Adrian Guthrie via email: rector@alcesterminster.org or post to

St Nicholas Rectory, Old Rectory Garden, Alcester. B49 5DB

Position Applied for:

Alcester Minster Administrator

Please be assured of our prayers for you as you work on your application.

Personal details

Christian name:		Surname:	
Home address:		Email address:	
Telephone number:		Mobile number:	

Employment history (starting with your most recent)

Role	Employer	Dates	Main Duties

Education/training

Establishment	Dates	Subject	Qualifications & Grades

Other relevant training, professional qualifications or work related skills

Please tell us about any other interests you have

Supporting information

(please expand the box to include more information if you wish)

Please give any details you feel are relevant in support of your application, including:

Why are you interested in this role?

Why do you feel you are suitable for this role?

Other details

What is the notice required in your current post?

Is your current post your only regular employment?

Yes

No

Are you free to remain and work in the UK with no current immigration restrictions?

Yes

No

If you are invited to interview, do you require any special arrangements on account of a disability?

Yes

No

- If yes, please give details that you feel would help us to accommodate your needs during your interview

Where did you see the advertisement for the post?

Please tell us if there are any dates you will not be available for an interview

References

Please give the details of two referees. (One should be your current or most recent employer.) References for shortlisted candidates may be taken up before interview unless you request otherwise.

	Referee 1	Referee 2
Name:		
Occupation:		
Address:		
E-mail address:		
Telephone number:		
May references be taken up before interview?	Yes / No	Yes / No

Data protection

Information from this application will be held in accordance with the General Data Protection Regulations 2018. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to the organisation processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct. I authorise the organisation to check on any of my qualifications.

Signature _____

PRINT NAME _____

Date _____

Note: Any false, incomplete or misleading statements may lead to dismissal.