

The Church of the Good Shepherd, Cox Green
APPLICATION FOR the role of PARISH ADMINISTRATOR

1. Your details

Title:

Forename(s):

Surname:

Any previous names by which you have been known:

Home Address:

Postcode:

Phone number(s):

Email address:

2. Education

Please give details of your education including dates and exams .

Institution(s)

Details

3. Training & Qualifications

Please give details of any further training and/or qualifications gained including dates.

4. Employment History

a. Please provide details of your current or most recent employer

Name of employer	
Address including post code	
Job title	
Pay & hours worked	
Start & finish dates	
Reason for leaving	
Responsibilities	

4. Employment History *continued*

b. Please provide details (with name of employer and dates) of other jobs you have done and the skills you used or learned in those jobs

Employer name and dates	Details

5. Volunteering

Please provide details (with dates) of any volunteering you have done (current and previous).

Dates**Details****6. Why do you wish to apply for the role of Parish Administrator?**

Please tell us why you have applied and why you think you are the right person for this job.

7. Interview process

The shortlisted candidates will be invited for interview and asked to complete some short assessment tasks using Microsoft Office software eg Word, Excel and PowerPoint. If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

8. Availability for interview

Are there any dates when you will not be available for interview?

9. Availability to Work

If we were to offer you the post, when would you be available to start work with us?

10. Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

11. References

Please provide details of 2 people who we can ask for a reference, at least one of whom must be your most recent employer. We may ask for a reference before an employment offer is made but will not ask your current employer until we have your permission. Referees must be over 18 and must not be family members or relatives. *Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.*

First Referee

Name:

Telephone No:

Address (including postcode):

Email Address:

In what capacity do you know this person?

Second Referee

Name:

Telephone No:

Address (including postcode):

Email Address

In what capacity do you know this person?

(application form continued over)

12. Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

I understand that any appointment is subject to satisfactory pre-appointment checks including completion of a Confidential Declaration Form, and a satisfactory disclosure from the Disclosure and Barring Service at the appropriate level.

I understand that, if appointed, there will be a probationary period and I will need to undertake safeguarding training.

Signed:

Print Name:

Date:

Please email your completed application form, with a covering letter, to
goodshepherd.coxgreen@gmail.com

or post it to Rev Joan Hicks at
The Church of the Good Shepherd,
Cox Green Community Centre, 51 Highfield Lane
Cox Green, Maidenhead, Berks.
SL6 3AX