#  **diocese of winchester APPLICATION FORM PART 1**

|  |
| --- |
| **POST: Administrative Assistant**  |
| **SURNAME (Capitals):**  | **OTHERS NAMES IN FULL:** |
| **ADDRESS:****Postcode:****Email:**  | **TELEPHONE:****Work:****Home:** **Mobile:** |

**Please apply electronically to** **recruitment@winchester.anglican.org**. You need to send Part 1 and 2 of the Application Form as separate forms. If you can’t apply electronically please send your completed application forms to **Human Resources**, Diocesan Office, Old Alresford Place, Alresford, Hampshire, SO24 9DH. **Applications must arrive no later than 1.00 pm on Monday 8th March.**

**This information will be kept in accordance with the Privacy Notice on our website**

**EDUCATIONAL AND TRAINING DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Schools attended** | **From** | **To** | **Details of subjects and examination results** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **College and/or University** | **From** | **To** | **Details of subjects and examination results** |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional bodies** |
|  |

**EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| Present/latest employer: | Type of business: |
| Address: | Starting date: |
| Leaving date: |
| Starting pay: £  | Current/finishing pay: £ |
| What period of notice would you be required to give: |
| Job Title : |
| Duties / Responsibilities: |

**PREVIOUS APPOINTMENTS**

Please state what you have done in the course of your career in reverse chronological order.

Please include details of all your previous appointments by adding more blocks.

|  |  |
| --- | --- |
| Employer: | Type of business: |
| Address: | Starting date: |
| Leaving date: |
| Starting pay: £  | Finishing pay: £ |
| Job Title: |
| Duties / Responsibilities: |

|  |  |
| --- | --- |
| Employer: | Type of business: |
| Address: | Starting date: |
| Leaving date: |
| Starting pay: £  | Finishing pay: £ |
| Job Title: |
| Duties / Responsibilities: |

|  |  |
| --- | --- |
| Employer: | Type of business: |
| Address: | Starting date: |
| Leaving date: |
| Starting pay: £  | Finishing pay: £ |
| Job Title: |
| Duties / Responsibilities: |

|  |  |
| --- | --- |
| Employer: | Type of business: |
| Address: | Starting date: |
| Leaving date: |
| Starting pay: £  | Finishing pay: £ |
| Job Title: |
| Duties / Responsibilities: |

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

**Describe your present appointment in terms of its responsibilities and relationships**

|  |
| --- |
|  |

**Give reasons why you think you would be suitable for this post**

|  |
| --- |
|  |

**Leisure, interests, hobbies, etc.**

|  |
| --- |
|  |

**Public duties undertaken (JP, local councillor, etc.)**

|  |
| --- |
|  |

**Please give details of community/voluntary work (including any offices held in the Church)**

|  |
| --- |
|  |

**REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| You must declare any criminal convictions, cautions or bindovers against you even if they are regarded as ‘spent’ under the above Act. This is because this post is exempt from the provisions of the Act. |
| (If appropriate, please state ‘NO CONVICTIONS TO DECLARE’) |

|  |
| --- |
| **Do you have your own transport? YES / NO** |
| **Where did you see this post advertised:** **(If online please specify which website)** |

**DECLARATION**

|  |
| --- |
| I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that if I am subsequently appointed, any of the following will render me liable to disciplinary action which may include dismissal: (i) any false statement, (ii) failure to disclose any criminal convictions where required to do so, (iii) failure to disclose relationship to, or canvassing of, a person holding a position of authority in the Organisation.**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |