



Diocese of **Rochester**  
called together



THE CHURCH  
OF ENGLAND

## APPLICATION FORM

Administrator - the Benefice of the Higher Weald Churches

### PERSONAL DETAILS

### PART A

|  |                                   |
|--|-----------------------------------|
| Position applied for                                 |                                   |
| Family Name (BLOCK CAPITALS)                         | Other Names in Full               |
| Permanent Address                                    | Temporary Address (if applicable) |
| Telephone No.<br>Home:<br>Mobile:<br>E-mail address: | Telephone No.                     |

**EDUCATIONAL AND TRAINING DETAILS****PART B****Secondary and Higher Education**

|  |      |    |   |
|--|------|----|---|
| Secondary Schools attended                       | from | to | Details of subjects and examination results                         |
| University/College (and other Further Education) | from | to | Details of subjects and examination results and qualifications held |

**Attendance at training courses relevant to your employment**

|              |                 |                  |
|--------------|-----------------|------------------|
| Course title | Organising body | Date and details |
|--------------|-----------------|------------------|

**Membership of professional bodies**

|      |                   |
|------|-------------------|
| Body | Date of admission |
|------|-------------------|

**EMPLOYMENT DETAILS****PART C****Present and previous employments**

|                                     |      |  |    |  |
|-------------------------------------|------|--|----|--|
| Present Employer (or Self-employed) | From |  | To |  |
| Job Title                           |      |  |    |  |
| Duties/responsibilities             |      |  |    |  |
| Reason for leaving                  |      |  |    |  |
|                                     |      |  |    |  |
| Previous Employer                   | From |  | To |  |
| Job Title                           |      |  |    |  |
| Duties/responsibilities             |      |  |    |  |
| Reason for leaving                  |      |  |    |  |
|                                     |      |  |    |  |
| Previous Employer                   | From |  | To |  |
| Job Title & Duties                  |      |  |    |  |
| Duties/responsibilities             |      |  |    |  |
| Reason for leaving                  |      |  |    |  |

Details of voluntary work, or other relevant experiences

Outside interests, hobbies, membership of societies etc.

**Additional Information**

Please include any additional information you consider relevant to your application.

**Your career and achievements**

**Experience** – please give details of your experience and any specialised knowledge which you consider relevant to your application

Please feel free to use an additional sheet if necessary.

**Responsibility/Accountability** – please describe your experience in the following areas  
Decision making/Problem solving/Teamwork

Please feel free to use an additional sheet if necessary.

**Systems and Applications** – please give details of your experience with PCs and/or computer systems (please include details of packages used and competency level)

Please feel free to use an additional sheet if necessary.

**Working for the Benefice of the Higher Weald Churches** – please explain why you would like to work for us

Please feel free to use an additional sheet if necessary.

## **SUPPLEMENTARY INFORMATION**

## **PART E**

### **Particular Requirements**

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview

Please give any details of any particular arrangements you will need us to make in order for you to attend an interview

Please describe any particular requirements you may need at work, these can be discussed with you at interview

**Criminal Conviction**

Have you ever been convicted of a criminal offence other than Motoring offences and spent convictions? Yes/No

**If yes, please specify on a separate sheet and attach to this form**

**SUPPLEMENTARY INFORMATION (CONTINUED)**

- Do you hold a current driving licence Yes/No
- Do you have regular use of a vehicle Yes/No
- Do you have a National Insurance Number? Yes/No
- Are there any restrictions on you taking up employment in the UK? Yes/No

**The successful candidate will be required to produce their passport to verify this statement.**

**REFEREES**

Please give the names and addresses of two people who have worked closely with you in the past and who have confirmed to you that we may approach them for a reference.

1. Name: .....

Position

Email address:

Address:

2. Name: .....

Position

Email address:

Address:

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT**

**Signed.....**

**Date.....**

## **GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM**

The purpose of these notes is to provide you with some guidance on completing the application form.

Please **DO NOT**

- (a) submit a CV instead of completing this form
- (b) enclose additional material with this form, (eg, printed matter), other than additional pages when you run out of space on the form.

The role description and person specification lists the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.

### **GENERAL POINTS**

#### **Part A – Personal Details**

This section asks for some basic details about yourself. Please fill in the details as requested.

#### **Part B – Education and Training**

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or in your social life.

#### **Part C – Employment Details**

Please include a brief summary of the main duties and responsibilities in your present and in any previous position. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details about the date and what you were doing at this time, (eg, travelling, bringing up a family, studying, unemployed).

#### **Part D – Information in support of your application**

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life, (eg, home, work, leisure interests), that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in this section; and please specify examples of your own responsibilities and achievements, (not those of your section, branch or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You must provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements rather than just saying that you can.

#### **Part E – Supplementary information**

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work.

We also need you to let us know if you have any unspent criminal convictions, and also whether you are entitled to work in the UK. For some posts you will be required to obtain CRB Disclosure – if this is the case details will have been given on the advertisement.