# APPLICATION FORM

### It is important that this application form is completed by all applicants. A Curriculum Vitae will not be accepted as a substitute. Please complete the form in black ink and return it to the Administrator – People & Policies by email to: [hr@stedscathedral.org](mailto:hr@stedscathedral.org) or by post to: Cathedral Office, Angel Hill, Bury St Edmunds IP33 1LS marked STRICTLY PRIVATE AND CONFIDENTIAL - APPLICATION.

|  |  |  |
| --- | --- | --- |
| **Position applied for:** |  | **Application Ref:** |

|  |  |
| --- | --- |
| **How did you hear about this vacancy?** |  |

### Part A – Personal Information

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| --- | --- | --- |
| **Surname:** |  | |
| **Title:** |  | |
| **Forename(s):** |  | |
| **Current address:** |  | |
| **Daytime contact number:** |  | |
| **Email address:** |  | |
| **Do you require permission to work in the UK?** | | **Yes / No** |

**Part A (cont) - Referees**

|  |  |  |
| --- | --- | --- |
| **Please give details of two people willing to act as referees, one of whom should be your manager or supervisor at your current employer. Relatives must not be given as referees.** | | |
| **Name:**  **Address:**  **Email:**  **Tel No:**  **Position / Occupation:** | **Name:**  **Address:**  **Email:**  **Tel No:**  **Position / Occupation:** | |
| **Obtaining references is an essential part of our recruitment process and will normally be taken up prior to any interview. However, we will not contact a referee without your express permission.**  **Please indicate if we may contact your current employer prior to the interview. Yes / No** | |

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| **What period of notice are you required to give to your present employer?** |  |

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| --- | --- |
| **Do you hold a full current driving licence?** | **Yes / No** |

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**Part B – Education and Qualifications**

***Please give details of examinations passed and qualifications gained.***

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| --- | --- |
| **Establishment** | **Qualifications gained** |
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| --- | --- |
| **Postgraduate education, in-service training or study or any other professional qualifications** | |
| **Establishment** | **Qualifications gained** |
|  |  |

**Part C – Employment History**

***Starting with your present appointment, please state, in reverse chronological order, what you have done in the course of your career. Please provide details for any period you were not either working or in full time education.***

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| --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Name and address**  **of employer** | **Position held and brief description**  **of responsibilities** | **Reason for leaving and salary** |
|  |  |  |  |  |

**Part C (cont) – Employment History** *(please continue on this sheet if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **From To** | | **Name and address**  **of employer** | **Position held and brief description**  **of responsibilities** | **Reason for leaving and salary** |
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| **Interests and leisure activities -** Please include details of any interests outside of work, e.g. hobbies, sport, club memberships |
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**Part D – Further information in support of your application**

***Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.***

***This may include details of any other training, qualifications or skills relevant to the post, leisure interests and hobbies etc or details of voluntary work of relevance to this application***

**Part D (cont) – Further information in support of your application** *(please continue on this sheet if necessary)*

|  |
| --- |
| **UK Border Agency Requirements** |
| **Are you free to remain and work in the UK with no current immigration**  **restrictions? YES/NO**  **Please note that you will be required to produce documentary evidence**  **of your right to remain and work in the UK if you are the successful**  **candidate.** |

**Medical History**

|  |  |
| --- | --- |
|  | |
| **Please give details of any arrangements or facilities you may require to enable you to attend an interview for the post for which you are applying.** |
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**Are there any on-going reasonable working adjustments you would need us to make to accommodate your health should you be successfully appointed? YES/NO**

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| --- |
| **If YES, please give details:** |
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**Safeguarding**

**Please note the Cathedral is committed to safeguarding the welfare of all children and vulnerable adults, and has stringent processes and policies in place to meet this commitment.**

**Declaration**

**I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.**

**I hereby give my consent to St Edmundsbury Cathedral processing the data supplied on this application form for the purpose of recruitment and selection.**

**Signed:**

**Date**