

The Palace, Hereford, HR4 9BL

Tel: 01432 373300 Fax: 01432 352952

*Email:* *diooffice@hereford.anglican.org*

a company limited by guarantee

Company Number: 144467

Charity Number:249685

#

##### APPLICATION FOR EMPLOYMENT

This application, with any supporting documentation, should be emailed to:-

**Kerry Preedy, HR & Office Manager, on** **HR@hereford.anglican.org**

or posted to:-

**Kerry Preedy, HR & Office Manager, The Diocesan Office, The Palace, Palace Yard, Hereford HR4 9BL**

to arrive by **5pm** on **Friday 17th March 2023**

**Interviews** will take place at the **Diocesan Office** on **Thursday 30th March 2023**

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| **Post Applied for: Governance and Office Administrator** |

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| How/Where did you hear about this vacancy? |

**1. PERSONAL INFORMATION**

*Please complete all sections fully. Please do not submit a CV in place of a completed application form. CVs may be submitted as an accompanying document*

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Forenames: |  |
| Title (Revd/Mr/Mrs/Miss/Other) |  |
| Address: |
| Postcode: |  |
| Telephone | Home: |  |
|  | Work (if convenient): |  |
|  | Mobile: |  |
| Email address: |  |
| Do you hold a current Driving Licence? YES/NO |  |
| Do you have a car available for work? YES/NO |  |

**2. EDUCATIONAL/PROFESSIONAL/VOCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools: | To: | From: | Exams Passed: |
| University or College |  |
| Courses Attended |  |
| Current Membership of Professional Bodies | Date Elected | Designatory Letters |

**3. PREVIOUS EMPLOYMENT/APPOINTMENTS**

 *(list most recent position first)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Present / Former Employer(s) | Positions Held & Dates | Salary & any related Benefits | Summary of duties & Reason for Leaving |
|  |  | Finishing £Starting£ | Please do not complete *this* box in relation to your present employment. Additional information about this is requested in Section 4 below |
|  |  | Finishing £Starting£ |  |
|  |  | Finishing £Starting£ |  |
|  |  | Finishing £Starting£ |  |

**4. SUMMARY OF PRESENT EMPLOYMENT/APPOINTMENT**

|  |
| --- |
| *Summary of present duties and responsibilities. Please include such information as number of people supervised and indicate your relationship with managers and staff on a condensed organisation chart.* *If you wish, you may elaborate on your reasons for wishing to move from your present position.* |

**5. REASONS FOR APPLYING FOR THIS POST**

|  |
| --- |
| *Please use this space to write in support of your application [and use an extra sheet if this will enable you to set your thoughts out more clearly.]**You should include your reasons for applying, and a summary of how you see the work, education and training experience you have mentioned above as being particularly relevant to the tasks involved in this post, as set out in the job description you have received.**In addition, if you consider them relevant to the post, you may wish to give details of leisure pursuits [including membership and/or offices held in the Church of England or other religious organisation], and details of any voluntary work you undertake.* |

**6. REFERENCES**

We shall require a reference from your present or most recent employer. Please note that, except in very unusual circumstances, any appointment we make will be conditional upon receipt of a satisfactory reference from your present or most recent employer.

Are you willing that we approach them now, or should we wait until after a conditional appointment has been made?

**APPROACH EMPLOYER NOW?** **NOW / LATER\*** *\*delete as applicable*

**Employer contact details:-**

|  |
| --- |
| Name & Position: |
| Address: |
| Email Address: |

In addition, please give the names and addresses of two other persons to whom we may apply for references. (You should, of course, obtain their permission before you give us their names and contact details)

**FIRST REFERENCE**:

|  |
| --- |
| Name: |
| Address: |
| Email Address: |
| Occupation & Relationship: |

**SECOND REFERENCE**:

|  |
| --- |
| Name: |
| Address: |
| Email Address: |
| Occupation & Relationship: |

|  |
| --- |
| Do you have the right to work in the UK?  Yes  No |

**The information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief.**

Signed…………………………………………………………. Date………………………………………..

The information on this form will be used for the purposes of recruiting to the role only. Data from unsuccessful candidates will be destroyed six months after the appointment is made.