

|  | | | **Leading your Church into Growth**  **APPLICATION FORM** |
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| Application for the role of | Finance & Administration Assistant | | |
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| **SECTION 1** |  |  |  |
|  |  |  |  |
| Surname |  | | |
|  |  |  |  |
| Given name(s) |  | | |
|  |  |  |  |
| Address |  | | |
|  |  |  |  |
| Home telephone number |  | | |
|  |  |  |  |
| Mobile number |  | | |
|  |  |  |  |
| E-mail |  | | |
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| **SECTION 2 – PRESENT EMPLOYMENT**  What is the title of your current position? Please give the date you started a brief outline of responsibilities and reason for leaving. |
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| **SECTION 3 – EDUCATION AND PROFESSIONAL QUALIFICATIONS**  Please give details, with dates, **most recent first**. | | | | |
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| **With** qualifications please give the grade obtained, and if relevant, the class of degree. | | | | |
| From | To | Qualification/experience | | |
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|  |  |  | | |
| **b) Other professional/practical qualifications obtained** (e.g. teaching, social work, further study). | | | | |
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| **SECTION 4 – Job History** Please give a brief indication, with dates, of the nature of previous work and responsibilities. | | | | |
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| From | To | Description (nature of work and responsibilities) | | |
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**d) Continuing professional development**

Please list training courses attended and development activities undertaken e.g. in the last 5 years. Include courses and activities both inside and outside the Church.

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**Section 5: Other areas of interest or hobbies**

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| **SECTION 7 – CONFIDENTIAL**  **This section will be removed by the person administering the application process and will only be made available to the chair of the interview panel.**  **References:**  Please give names, occupations and addresses (including e-mail) of two persons to whom reference can be made and the capacity in which they have known you. | | | |
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| We expect to take up references before the interview unless you have indicated otherwise. | | | |

| **Health:**  Please specify any special access requirements you may have in order to attend interview | | | | | | |
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| Do you have any health-related conditions that would affect your ability to carry out functions that are intrinsic to the role? | | | | | | |
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| **UK Border Agency requirements** | | | | | | |
| Are you free to remain and work in the UK with no current immigration restrictions? | | | | |  | |
| Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview. | | | | |  | |
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| **If appointed, when would you be available to start?** | | | |  | | |
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| **I certify the information given in this application is correct** | | | | | | |
|  | |  |  |  |  | |
| Signature |  | | | Date |  | |
|  | | | | | | |
| It is important that this application form is completed by applicants. A Curriculum Vitae is not an acceptable substitute. If it is completed and submitted electronically a signed copy should also be sent by post. Please use black ink on hard copies of the form.  The Data Protection Act of 2018 applies to all references and commendations.  Travelling expenses and subsistence allowance will be allowed to candidates selected for interview.  **Please return this form to: Revd Sue Cooke sue@leadingyourchurchintogrowth.org.uk** | | | | | | |