|  |
| --- |
| Application for the post of Executive Assistant to the Dean and COOPlease complete all sections of the form and include a complete employment history – this is for the purposes of safer recruitment. Please explain any gaps or time out. A Curriculum Vitae will not be accepted. Your completed application form should be submitted to miranda.payne@bristol-cathedral.co.uk.[Click here to complete the Equality & Diversity Monitoring Form](https://bristolcathedral.churchsuite.com/forms/xf2qevr1). We would appreciate if you could take the time to complete this to help us monitor and improve our reach to communities that are currently under-represented in our team.The deadline for applications to be received is 9am on Monday 28th October.Interviews will be held on Monday 4th November. |

|  |
| --- |
| Personal Details  |
| Title: |  | Pronouns: |  |
| Forename(s): |  | Surname: |  |
| Preferred Name: |  | Home Address: |  |
| Email Address: |  |
| Phone Number: |  |
| Where did you hear about this vacancy? |  |

|  |
| --- |
| Current or Most Recent Employment  |
| Employer Name: |  |
| Employer Address: |  |
| Job Title: |  |
| Brief outline of duties: |  |
| Start Date (month/year): |  | End Date (if applicable): |  |
| Reason you wish to leave this post:  |  |
| Notice period:   |  |
| Previous Employment Please list in chronological order and explain any gaps in employment. Voluntary roles can also be included. |
| Employer Name | Job Title | Brief Description of duties | Employment Dates | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Education Please list your relevant education. Add further rows if required. |
| Name of School/College/University | Level | Subject(s) | Grade/Result | Year Obtained |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Training and MembershipsPlease highlight any other relevant training or membership of professional associations, if applicable. |
|  |

|  |
| --- |
| Skills, Abilities, Knowledge & ExperiencePlease give examples of how you meet the criteria set out in the Person Specification.  |
|  |

|  |
| --- |
| Access and Availability |
| Are there any access requirements we need to be aware of if you are invited to interview? |
|  |
| Are there any dates you are not available for interview? |
| Interviews will be held on Monday 4th Nov. If you are not available on that day we will do our best to accommodate an alternative date. |

|  |
| --- |
| **References***Please give names of two persons to whom reference can be made, one of which must be your most recent employer/education. Please obtain their permission in advance.*  |
| Most Recent Employer | Second Referee |
| Name: | Name: |
| Address: | Address: |
| Position: | Position: |
| Telephone: | Telephone: |
| Email Address: | Email Address: |
| Please confirm whether we can contact this referee prior to interview:Yes or No  | Please confirm whether we can contact this referee prior to interview:Yes or No  |

|  |
| --- |
| Convictions |
| Under the above Act, most sentences awarded by a Court for criminal offences may be regarded as spent and disregarded, for most purposes, after a specified period of time and need not be disclosed. However, if the appointment for which you have applied is one to which the Rehabilitation of Offenders Act (Expectations) Orders apply, you are required to declare any criminal convictions and enquiries and checks may be made in that respect.It is your responsibility to distinguish between those convictions that require to be declared and those that do not, and enquiries and checks may be made in that respect.Any convictions declared: **YES or NO** If YES, please state details: |

Declarations

1. Are you entitled to work in the UK? YES or NO

Any offer of employment will be subject to the satisfactory completion of Right to Work checks

1. Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees of the national church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the British National Party.

Are you able to comply with this? YES or NO

1. I declare that, to the best of my knowledge, the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data Protection Act 2018

Under the terms of the Data Protection Act, the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and HR administration/monitoring and for no other.

[Click here to complete the Equality and Diversity Monitoring Form](https://bristolcathedral.churchsuite.com/forms/xf2qevr1)