



Confidential Application Form



ADMINISTRATIVE AND COMMUNICATIONS ASSISTANT ST ANDREW'S BEDFORD

Please read the job description and any supporting information carefully before completing this form.

I. PERSONAL DETAILS

Title:

Full name:

Name by which you prefer to be known:

Previous names and dates used:

Address:

Telephone Number(s):

Email:

2. EDUCATION AND PROFESSIONAL/PRACTICAL QUALIFICATIONS (Including any IT qualifications)

Name of school / college / university	Subject(s)	Qualifications gained and grades	Date

3.a FULL EMPLOYMENT AND VOLUNTARY WORK HISTORY

(starting with the most recent please briefly explain and gaps, e.g. ‘gap year travelling,’ ‘main carer for my children’)

Employer	Position held	Dates from/to

4.b REASON FOR LEAVING PRESENT OR MOST RECENT EMPLOYMENT

5. PERSONAL STATEMENT:

Having read the job & person description, please summarise why you feel you are suitable for the post. Please reference previous experience gained in employment, voluntary work and/or your personal life. Please supply any other information which you consider to be relevant to your application.

6. REFERENCES

Please give the names of two referees. One should relate to your present or most recent employment.

May we obtain references prior to interview? YES / NO

1	Title and Name
	Position
	Address
	Telephone
	Email
2	Title and Name
	Position
	Address
	Telephone
	Email

7. OTHER DETAILS

Please indicate how you heard of this vacancy

Period of notice required in current employment

(Optional) Is there anything you would like to tell us about your general state of health in order to offer you a fair selection process? Or is there anything that you think we might need to take account of in relation to your ability to carry out any aspect of the post?

8. DECLARATIONS AND NOTES

Clergy and such lay people as have duties that require them to represent or speak on behalf of the Church of England 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 BNP.

Please confirm that you are able to comply with this: YES / NO

The position will be offered to the successful applicant subject to a basic DBS disclosure.

Under the terms of the Asylum and Immigration Act 1996, short-listed applicants for the post will need to provide the Parish with an original document showing their entitlement to work in this country. Acceptable documents include National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer or a valid passport/visa.

I certify that the information given in this application form is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding relevant information may result in an offer of employment being withdrawn or, if employment has commenced, disciplinary action, including dismissal. I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

Date
Signature

**Please return pages 1 - 4 of this form along with a covering letter
to the Centre Manager by post or by email:**

Kelly Agler Good
Centre Manager
St Andrew's Church
Kimbolton Road
Bedford
MK40 2PF

centremanager@standrewsbedford.org

**The closing date for applications is
22nd January 2024**