

Application form: Finance and Office Administrator

Personal information (confidential)

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|--|-----|--|----|
| Application for employment | | | |
| Position applied for: | | | |
| Personal details | | | |
| Title: | | | |
| Name: | | | |
| Address: | | | |
| | | | |
| Email: | | | |
| Telephone (landline): | | | |
| Telephone (mobile): | | | |
| National Insurance No: | | | |
| | | | |
| Do you hold a current driving licence? | Yes | | No |
| Expiry date: | | | |
| Details of endorsements (if none, please insert "N/A") | | | |
| | | | |
| Do you have a current right to work in the UK? | Yes | | No |
| If no, please provide details. | | | |
| | | | |

| Education | |
|---|----------------------|
| Please provide your education history here: | |
| Schools/Colleges/University including dates | Qualification gained |

| Employment History | | | |
|--------------------|---------------------------------|---------------------------|--|
| Date From: | Name and address of employer(s) | Job title and main duties | Date of departure and reason for leaving |
| | | | |

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

References

Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references, if a member of a church, please consider asking your minister.

May we contact your current/most recent employer now? Yes / No

| | |
|--|--|
| 1. Email: Phone: | 2. Email: Phone: |
|--|--|

Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

Additional information/ faith and personal development

As a Christian, please give a brief account of why you follow Christ, how you came to do so, and examples of how following Him affects you in everyday life.

Describe your current or most recent appointment in terms of responsibilities and relationships:

Give reasons why you consider you are suitable for the post. Looking at the job description, give clear examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. If the post has an occupational requirement, please state clearly and in detail how you meet this.

Please include any interests, courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

Criminal record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Church will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

We would like your consent to hold personal and special data about you in order that we can process your employment application.

| Type of data | Why we wish to hold it | How long it will be kept for |
|---|---|---|
| <p>Recruitment data Previous employers Types of job held with other employers Previous salaries Skills and qualifications obtained</p> | <p>This will allow us to decide on your suitability for employment/engagement It will help us to decide which job you may be most suitable for</p> | <p>Data obtained during recruitment will only be kept until either your application has been declined and then securely destroyed after 6 months or you are successfully appointed, whereupon your application forms part of your personnel file data</p> |

Agreement to use my data

By completing this form, I hereby freely give the Church my consent to use, and process, my personal data relating to my job application (examples of which are listed above) and may disclose such information to third parties as part of the recruitment process.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Holy Trinity Church being satisfied with the results of series of relevant checks which may include references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Date:

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.