

**APPLICATION FORM**

It is important that this application form is completed by all applicants. A Curriculum Vitae will not be accepted as a substitute. Please complete the form in black ink and return it to: The Parish Secretary, St Mary Magdalene Church Benefice Office, Whirligig Lane, Taunton, Somerset TA1 1SQ – marked: ***STRICTLY PRIVATE AND CONFIDENTIAL – APPLICATION***

 **POST CODE**

 **VERGER**

 **POST CODE**

**POST APPLIED FOR**

**TITLE**

**SURNAME**

**FIRST NAMES**

**ADDRESS**

**TELEPHONE**

**E MAIL**

**DO YOU HOLD A FULL DRIVING LICENCE**

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**EDUCATION AND QUALIFICATIONS**

**Please list below all educational qualifications achieved. Continue on a separate sheet if necessary.**

|  |  |  |
| --- | --- | --- |
| **DATE** | **Name of College, School or awarding** | **Qualifications obtained (with grades)** |

**PROFESSIONAL QUALIFICATIONS & MEMBERSHIP**

**Please list below all professional qualifications and memberships achieved. Continue on a separate sheet if necessary.**

|  |  |  |
| --- | --- | --- |
| **DATE** | **Name of awarding body** | **Qualifications and membership** |

**EMPLOYMENT HISTORY**

**Please list below all previous employment, including relevant voluntary work. Continue on a separate sheet if necessary.**

**PRESENT POST**

**Date**

**From To**

 **Name and address of employer Job title, main responsibilities and salary**

**PREVIOUS POSTS HELD including relevant voluntary work. Continue on a separate sheet of paper if necessary.**

 **Date**

 **From To**

 **Name and address of employer Main responsibilities, reason for leaving**

 **and job title and salary**

**CONTINUING EDUCATION**

**Please list training courses attended, further studies being undertaken.**

**COMPUTER LITERACY**

**Please list any courses taken and computer programs with which you are familiar, including some indication of your level of expertise in their use.**

**CONNECTION WITH THE CHRISTIAN CHURCH**

**Please indicate what evidence you would offer of being “in sympathy with the aims and objectives of the Christian Church”, e.g. membership of local congregation, participation in parish life, etc.**

**Name and address of employer Main responsibilities, reason for leaving**

**SKILLS & EXPERIENCE**

**Use this space to list the skills and experience you have gained which you think would be relevant to this application. Please DO NOT attach a CV.**

 and job title and salary

**SUPPORTING STATEMENT**

**Please tell us why you applied for this job and why you think you are the best person for the job.**

**REFERENCES**

**Please give names and addresses of three referees. One should relate to your present or most recent employment. We shall not consult your present employer without your permission.**

**Your Present Employer**

**Name**

**Position**

**Address**

**Email**

**Name**

**Position**

**Address**

**Email**

Name

**Position**

**Address**

**Email**

 Post Code

 Post Code

 Post Code

**HEALTH**

**Is there anything we need to know about your general state of health in order to offer you a fair selection interview; or anything which you think might affect your ability to carry out the duties of the post?**

**How many days off work have you had in the last twelve months due to sickness?**

***Note: The church may wish to make medical enquiries of your General Practitioner***

**SAFEGUARDING**

**Please note the Church is committed to safeguarding the welfare of all children and vulnerable adults, and has stringent processes and policies in place to meet this commitment.**

**I accept that as a condition of my appointment I will be required to obtain a satisfactory Enhanced DBS disclosure.**

**OTHER DETAILS**

**Period of notice required from present employer**

**Where did you hear about this vacancy?**

**YES/NO**

**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 the successful candidate.***

**PLEASE RETURN THIS FORM BY POST TO**:

Margaret Laver, Parish Secretary

St Mary Magdalene Church,

Benefice Office,

Whirligig Lane,

Taunton, Somerset

TA1 1SQ

**OR BY E-MAIL TO:**

stmmtaunton@gmail.com

**DECLARATION**

**I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my pplication may be disqualified**

**or, if I have already been appointment, I may be dismissed.**

**I hereby give my consent to St Mary Magdalene Church Taunton processing the date**

**supplied on this application form for the purpose of recruitment and selection.**

 **Signature Date**