# 

**Personal Information**

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| --- | --- |
| Post applied for: | **Hear Here Co-ordinator** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** |  |  |  |
| Family Name (block capitals) |  | Title: |  |
| Names in Full |  | | |
| Known As |  | | |
| **Contact Details** |  | | |
| Home Address |  | | |
| Town/City |  | | |
| County |  | | |
| Postcode |  | | |
| Telephone number(s) (that we can use to contact you) |  | | |
| Email Address |  | | |
| Are you eligible to work in the UK without restrictions? |  | | |
| Do you require a visa in order to work in the UK? |  | | |
| Do you hold a Full Clean UK driving licence? |  | | |

**Employment History**

*Starting with your current/most recent appointment (clergy applicants please state parish), please indicate your full employment history. Please include the contact name and full address of previous employers.*

|  |  |
| --- | --- |
| Current or most recent Job Title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Start and  leave date | Job Title, Job Summary and Key Achievements | Reason for leaving |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Education and Professional Qualifications – please start with most recent**

*Based on the job description, list education, training, any relevant professional qualifications and membership of professional bodies. Please give dates.*

|  |  |
| --- | --- |
| Type of qualification |  |
| Name of establishment |  |
| Qualifications achieved |  |
| From |  |
| To |  |

|  |  |
| --- | --- |
| Type of qualification |  |
| Name of establishment |  |
| Qualifications achieved |  |
| From |  |
| To |  |

**Relevant Experience**

**1. Looking at the person specification, give examples of how you meet the essential criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc.**

**Skills and Abilities**

**Qualifications and experience**

**Personal Attributes**

**2. How do your skills, knowledge and experience to date make you a particularly strong candidate for this role? (Maximum 500 words).**

**Referee Details – please start with the most recent**

Current/most recent employer/academic (please indicate)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Job Title |  |
| Reference type  (Employer/Academic) |  |

|  |  |
| --- | --- |
| May we contact your current /most recent employer now?  NB We will not usually take up references until after an appointment is offered |  |

Previous employer/another manager/academic (please indicate)

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Job Title |  |
| Reference type  (Employer/Academic) |  |

Disclosure of conviction(s)

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed.

**Declaration**

**Data Protection Act**

All personal information that you provide will be held and processed in accordance with the Data Protection Act 1998. Together in Sussex will use the information provided by you only for administrative purposes, including analysis for management information, statutory returns and benchmarking.

**Declaration**

By submitting an application form you are actively indicating your understanding and acceptance of the following provisions:

* To the best of your knowledge the information you have given on the application form is correct and may be used as part of your contract of employment;
* You consent to the processing of your data for the purposes described in the data protection section above;
* Any of the following will disqualify your application, or in the event of discovery after appointment, may result in the termination of your employment:
* Deliberately giving false, incomplete or misleading information;
* Failure to disclose any unspent criminal convictions within the meaning of the Rehabilitation of Offenders Act 1974.

*To the best of my knowledge and belief, the information supplied by me in each section of this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1988, involved in the consideration of this application.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

*Please send your completed application form by the closing date to* [diane.watts@chichester.anglican.org](mailto:todiane.watts@chichester.anglican.org) *or by post to Revd. Diane Watts, Together in Sussex, Church House, 211 New Church Road, Hove, BN3 4ED*