**Application Form**

**Please return this Application Form to:**
Private & Confidential, The Office Manager, The Chapter Office, 19a The Close
Lichfield, WS13 7LD or email: recruitment@lichfield-cathedral.org

|  |
| --- |
| **Name:** **Job applied for:****Where did you hear of this vacancy?** |
| Please print responses clearly in black ink. Please note that a CV will be accepted to supplement information required on the application form. Please attach separate sheets if necessary. |
| **Section 1 – Personal Details** |
| **Address:****Postcode:** | **Phone: Home:**  **Mobile:****Email:****Date of Birth (if under 18):** |
| **Section 2 – Employment History & Voluntary Work**  |
| **Present or most recent employer’s name and address:**  |
| **Job Title:**  | **Current Salary:**  | **Date started:****Date of leaving:** |
| **Description of duties:****Reason for leaving:****If you are still employed how much notice are you required to give:**  |
| **Employment History:** Starting with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployed, voluntary work, raising a family. You may continue on a separate sheet if necessary. |
| **Dates (month/year)** | **Employer’s name, address and nature of business** | **Job title, responsibilities and reason for leaving** |
|  |  |  |
| **Section 3 – Secondary, Further & Higher Education** |
| **Dates** | **Name of educational establishment** | **Qualifications obtained** | **Subjects studied (include grades)** |
|  |  |  |  |
| **Section 4 – Professional/Other Qualifications** |
| **Date obtained** | **Awarding body/qualification** | **Level / grade of membership** |
|  |  |  |
| **Section 5 – Other Courses Attended** |
| **Dates** | **Details** |
|  |  |
| **Section 6 – Reasons For Applying For This Job** |
| *With reference to the Job Description and Person Specification, please describe, with examples, how your previous experience, knowledge, skills and training make you particularly suited to the job.* |
| **Section 7: Additional Information To Support Your Application** |
|  |
| **Section 8: Further Information** |
| **If necessary, are you willing for Lichfield Cathedral to arrange a Disclosure and Barring Service (DBS) check on your records at our expense? YES/NO****If you have a disability are there any arrangements we can make for you if you are called for interview? Please outline your requirements.** |
| **Section 9: Rehabilitation Of Offenders Act 1974**  |
| Please give details of any unspent criminal convictions. Any unspent criminal convictions will not necessarily exclude you from employment with Lichfield Cathedral, but will be taken into consideration when assessing your suitability for the post. |
| **Do you have any unspent criminal convictions? YES/NO****If yes, please give details below or on a separate sheet.** |
| **Section 10: Asylum and Immigration Act 1996** |
| **Please provide your National Insurance number****Do you require a work permit to work in the UK? YES/NO****If yes, do you have one and (if relevant) when does it expire? YES/NO Expiry date:****For details of documents proving your right to work in the UK please visit**<https://www.gov.uk/prove-right-to-work> |
|  |
| **Please confirm whether we are able to contact your referees at this stage:****First referee YES/NO Second referee** **YES/NO**  |
| **First referee (present/most recent employer):****Name:** **Address:** **Email:** **Tel No:** **Position and relationship to you:**  | **Second referee****Name:** **Address:** **Email:** **Tel No:** **Position and relationship to you:**  |
| **Section 12 - Declaration** |
| By signing and returning this application form, I consent to Lichfield Cathedral obtaining, keeping, using and producing information relating to my application in line with the requirements of the Data Protection Act 2018. I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed, in accordance with the Data Protection Act; all manual and electronic records will be deleted after a period of 6 months from all relevant filing systems.The information contained within this form will be used to consider whether to offer any job, the terms on which to make such an offer, to answer any reasonable queries about the application, to verify its authenticity and to monitor the recruitment process. I confirm that the information given in this application is, to the best of my knowledge, true and complete. I acknowledge that any false statement or material omission may be sufficient cause for my application being rejected, or if employed, my dismissal. **Signed:** **Date:**  |