# Application for Employment

Post applied for:

Name(s) in full:

Address

(including postcode):

Telephone No(s):

Email address:

## Education and Training

## *(please list education establishments, dates and exams achieved with dates). Please note the boxes will expand as you type.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School/College | Start Date | End Date | Examinations Achieved |
|  |  |  |  |

Please give details of your previous employment beginning with your present or most recent employer and work backwards (please add more lines if required).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Employer | Start Date | End Date | Salary on starting and leaving | Job Role and Brief Description of Duties | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Reasons for applying for the post

Please give full details of how your knowledge, skills, experience or achievements meet the requirements shown in the job description and person specification. Continue on a separate sheet if necessary (max 2 A4 sheets).

|  |
| --- |
|  |

## Supplementary information

Have you ever been convicted of a criminal offence? (which is not a spent conviction under the Rehabilitation of Offenders legislation).

*Yes No*

*If yes, please provide information:*

## References and Declaration

Please supply the names and contact details of two referees who are not related to you, and who we can approach for a confidential assessment of your suitability for this post. The first referee should be your current or most recent employer.

## *First Referee*

Name Position

|  |  |
| --- | --- |
|  |  |

Organisation and Address

|  |
| --- |
|  |

Contact number

|  |
| --- |
|  |

Contact email address

|  |
| --- |
|  |

## *Second Referee*

Name Position

|  |  |
| --- | --- |
|  |  |

Organisation and Address

|  |
| --- |
|  |

Contact number

|  |
| --- |
|  |

Contact email address

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| --- |
| DECLARATION OF APPLICANT I confirm that the information on this application for employment is correct. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the General Data Protection Regulations 2018. Signed …...................................................................................................... Date ....................................................................Please send your application to jobs@worcestercathedral.org.uk or by post to the A/O HR & Safeguarding Officer to 8 College Yard, Worcester, WR1 2LA.  |