

EMMANUEL CHURCH / PARISH OF GREAT CHESHAM

APPLICATION FOR EMPLOYMENT

Post Applied for:

1. PERSONAL INFORMATION

As this form will be photocopied, please type or write in black ink or ballpoint pen

| | |
|---|-------------------|
| Surname: | Forenames: |
| Title: Revd/Mr/Mrs/Miss/Ms/Other | |
| Address: | |
| Postcode: | |
| Telephone number: Home | Work |
| Mobile | e-mail |

| | |
|---|--|
| <p>Please estimate the number of days That you have needed to take off work For reasons of sickness absence in the Past twelve months:</p> <p>..... day/s</p> | <p>Please also state if there is anything we may need to know about any illnesses you have suffered that may affect your ability to do the job for which you are applying.</p> |
|---|--|

2. EDUCATIONAL/PROFESSIONAL/VOCATIONAL QUALIFICATIONS

| Schools | From | To | Examinations Passed |
|--|------|----|---------------------|
| University or College | | | |
| Courses Attended | | | |
| Current Membership of Professional bodies | | | |

3. PREVIOUS EMPLOYMENT/APPOINTMENTS (list most recent position first)

| Name and address of present/former employer(s), type of business and size | Positions held and dates | Summary of duties and reason for leaving |
|--|---------------------------------|--|
| | | Please do not complete this box in relation to your present employment. Additional information about this is requested in Section 4 below. |
| | | |
| | | |
| | | |

4. SUMMARY OF PRESENT EMPLOYMENT/APPOINTMENT

Summary of present duties and responsibilities. Please include such information as number of people supervised and indicate your relationship with managers and staff on a condensed organisation chart. If you wish, you may elaborate on your reasons for wishing to move from your present position.

What period of notice would you be required to give to your present employer?

5. REASONS FOR APPLYING FOR THIS POST

Please use this space to write in support of your application (and use an extra sheet if this will enable you to set your thoughts out more clearly).

You should include your reasons for applying, and a summary of how you see the work, education and training experience you have mentioned above as being particularly relevant to the tasks involved in this post, as set out in the job description you have received.

In addition, if you consider them relevant to the post, you may wish to give details of leisure pursuits (including membership and/or offices held in the Church of England or other religious organisation), and details of any voluntary work you undertake.

