**ROMSEY ABBEY STAFF APPLICATION FORM**

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| **Application for the post of** | | | |  | | | | | | |
| **Applicant's** **details** | | | | | | | | | | |
| Last name | |  | | | | First name |  | | | |
| Any previous last names | |  | | | | Title |  | | | |
| Address |  | | | | | | | | | |
|  | | | | | | | | | | |
|  | | | | | | | | Postcode | |  |
| Day time contact no. | | |  | | | Evening / Mobile no. | | |  | |
| Email address | | |  | | | | | | | |
| **Right to work in the UK** | | | | | | | | | | |
| Do you need a work permit to work in the UK? Yes / No  [Check if a document allows someone to work in the UK - GOV.UK (www.gov.uk)](https://www.gov.uk/legal-right-work-uk) | | | | | | | | | | |
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| **Education and qualifications**  **Secondary / further / higher education** | | | | | | | | | | |
| Establishment  (Name & town) | | | Dates | | | Qualification / Grade /  Date awarded | | | | |
| From | | To |
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| **Job related training** | | | | | | | | | | |
| Institute / courses studied | | Dates | | Standard or level achieved and date awarded | | | | | | |
| From | To |
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| **Current employer** | | | | | | | | | | |
| Employer’s name | |  | | | | | | | | |
| Address | |  | | | | | | | | |
|  | | | | | | | | | | |
| Postcode | | | | | | | | | |  |
| Post held |  | | | | Date appointed | | |  | | |
| Salary |  | | | |  | | |  | | |
| Other allowances |  | | | | | | | | | |
| Notice period |  | | | | | | | | | |
| **Previous experience** (most recent employer first)  **Please include details of gaps in employment here** | | | | | | | | | | |
| Employer’s name and type of business | | Post held | | | | Date | | | Reason for leaving | |
| From (MM/YY) | To  (MM/YY) | |
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| **Reasons for applying for this post** |
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| **Statement in support of application**  Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. |
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| **Christian Ethos**  Romsey Abbey is the largest parish church in Hampshire, home to a vibrant worshipping community and underpinned by a Christian ethos of Living, Loving and Serving. Please indicate something of your own Christian sympathies and suitability for working in a church with a distinctively Christian mission. | |
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| **References**  Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.  **Please ensure your referees are aware you have provided their names and contact details.** | |
| **Present employer** | **Other** |
| Name  Position  Address  Tel No (inc. STD code)  Fax No  Email address  Occupation | Name  Position  Address  Tel No (inc. STD code)  Fax No  Email address  Occupation |

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| **Where did you see the advertisement for this post?** | | | | | | |
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| **Further information and declaration** | | | | | | |
| Do you hold a UK driving licence? (circle applicable) | | | | YES | | NO |
| Do you have the use of a car for work? | | | | YES | | NO |
| National insurance number | |  | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | |
| **Signature of Candidate** |  | | **DATE** | |  | |
| **Privacy notice**  Please see our Data Protection and Privacy Notice documents on our website.  <https://romseyabbey.org.uk/page/122/safeguarding-parish-romsey> | | | | | | |