

St. Paul's Church Crofton

APPLICATION FORM

Please complete this form in black ink answering all questions in full and continue on a separate sheet if there is insufficient room for your answer.

PART A: PERSONAL DETAILS

Application form for the post of	
Church Administrator & Digital Communications	
Personal details	
Title (Mr, Mrs, Miss, Ms, Dr, other) _____	Surname _____
Address _____	Forenames _____
Town _____	Telephone No (Home) _____
County _____	Telephone (Mobile) _____
Post code _____	
Email _____	
Do you hold a current, clean and full driving license? (Please circle)	YES / NO

PART B: EDUCATION AND TRAINING

Secondary Schools	From	To	Qualifications gained
Higher and Further Education	From	To	Qualifications gained

Other qualifications held

Membership of Professional Bodies

PART C: EMPLOYMENT DETAILS

Starting with your previous job, please state what you have done in the course of your career, in reverse chronological order.

Dates (to/from)	Name and address of employer	Position held	Outline of responsibilities	Reasons for leaving

Professional training

Course/training	Place	Date

Describe in detail your present appointment in terms of its responsibilities and relationships.

Employers Name _____

Position you hold _____

Grade/Salary _____

Date commenced _____

Period of notice _____

PART D: INFORMATION IN SUPPORT OF YOUR APPLICATION

Please explain why you are interested in this job role?

Give reasons why you think you would be suitable for this post, explicitly relating your skills, qualifications, experience and training to the job description and the specific skills and attributes outlined in the job description and/or person specification. Please include details of voluntary work and interests where relevant. Use additional paper if necessary.

Interest (e.g. hobbies, sports and leisure activities)

Your views: Please use this section to write an appropriate response to the following email, received on a Monday morning.

Dear Church Administrator,

My father Gerald Sinclair passed away suddenly yesterday morning and I am trying to get hold of the Vicar. I am an only child and mum passed away 5 years ago and she is in the garden of remembrance at your church. Please can you pass on my email and phone number and ask him to contact me ASAP.

Regards,

Maurice Sinclair

07123 345678

Additional information to note for your response

The Vicar is away on leave for 2 weeks starting yesterday, there is a minister who is covering Sunday Services (Keith Foot) but is not doing any pastoral care. There is a pastoral care team at church but this might not be appropriate to forward to them. The Vicar does have his mobile but is on A/L.

The rest of the staff team are around on Tuesdays, Wednesdays and Fridays during office working hours.

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PART E: REFERENCES

Please give the names, addresses, and occupations of two referees, one of whom should be your present or last employer, neither should be related to you. You will need to seek permission from your referees before completing this section.

REFEREE 1	REFEREE 2
Name _____	Name _____
Address _____	Address _____
Town _____	Town _____
County _____	County _____
Post code _____	Post code _____
Telephone _____	Telephone _____
Job Title _____	Job Title _____

PART F: DECLARATIONS

Have you ever been convicted of a criminal offence (subject to the rehabilitation of Offenders Act)? YES NO

Are you related to any member of the St Paul's Crofton PCC? YES NO

An enhanced DBS check is required to be in place before undertaking this role.

I confirm there are no reasons why I should not work with those that are considered vulnerably and I am willing to complete an enhanced disclosure form if appointed. To the best of my knowledge and belief, the information on this application form is correct.

Signed _____ Date _____

Please return completed application form with a CV and/or Cover Letter to jobs@stpaulscrofton.org.uk. Only CVs and/or Cover Letter submitted with a completed application form will be considered.

CLOSING DATE FOR APPLICATIONS IS THURSDAY 21st APRIL 2022