

Application For Employment

Position Applying For	
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Section 1 : About You

Forename(s)						
Surname						
Address						
Town / City				Postcode		
Telephone Number						
Email Address						
Are You Eligible to Work in the UK? <i>You will be required to provide evidence of your eligibility if invited for interview</i>	Yes	No		Do You Have a Driving License?	Yes	No

Section 2 : Education

Starting with the **most recent**, please provide details of your higher, further and secondary education:

University / College / School Name	Date From	Date To	Subjects Taken and Examination Results

Section 2 : Education (cont...)

University / College / School Name	Date From	Date To	Subjects Taken and Examination Results

Section 3 : Training / Other Qualifications

Training / Other Qualifications	Date	Subject, Brief Overview and Qualifications
<i>Please provide details of relevant training and or work-related qualifications</i>		
Associations / Memberships <i>Please provide details of membership of any relevant technical, trade or professional bodies and / or associations</i>		

Blackburn Cathedral, Cathedral Office, Blackburn, BB1 5AA

01254 277430 info@blackburncathedral.com blackburncathedral.com

The Cathedral Church of St Mary The Virgin Blackburn operating as Blackburn Cathedral is a charity registered with the Charity Commission in England & Wales. Charity Number: 1207822. VAT Registration Number: 819462117.

Section 4 : Current / Most Recent Employment

Please provide details of the employer, the role, your responsibilities and key relationships in your present or most recent employment:

Section 5 : Employment History

Please provide details of the roles and responsibilities in your previous employment:

Employer Name and Address	Date From	Date To	Job Title	Brief Description of Responsibilities
Reason For Leaving				
Reason For Leaving				
Reason For Leaving				
Reason For Leaving				
Reason For Leaving				

Please use this space to explain any gaps in your employment:	
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Section 6 : Hobbies & Interests

Personal Hobbies, Interests and / or Voluntary Work <i>Please provide details of your hobbies and interests outside of your employment</i>	
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Section 7 : Disabilities

Special Arrangements <i>If selected for interview, do you require any special arrangements to be made on account of a disability?</i>	Yes	No
Special Arrangements <i>If 'Yes', please provide brief details of the effects of your disability on your day-to-day activities, and any other information that would help us to accommodate your needs during an interview and fulfil our obligations under the Equality Act 2010</i>		

Section 8 : Unspent Convictions

Convictions <i>Have you any unspent convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?</i>	Yes	No
Convictions <i>If 'Yes', please provide further details</i>		

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Section 9 : Personal Statement

Using the Job Application Pack as a guide, please explain your suitability for this role, showing how your skills match the requirements of the position and how your past experience makes you think you would enjoy this challenge. If you consider that you have relevant skills and experience gained from outside your employment, please feel free to include details.

Section 10 : References

Please provide the names and addresses of two people, from whom a reference can be requested

Name			
Address			
Town / City		Postcode	
Telephone Number			
Email Address			
How Do You Know This Person?			
May We Contact This Person Prior to Interview?	Yes	No	

Name			
Address			
Town / City		Postcode	
Telephone Number			
Email Address			
How Do You Know This Person?			
May We Contact This Person Prior to Interview?	Yes	No	

Section 11 : Declaration

I declare that the information provided herein is, to the best of my knowledge, accurate and complete. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I agree that Blackburn Cathedral may hold and use the information contained in this application, including any information which falls within the definition of 'sensitive personal data' in compliance with data protection legislation and as set out in Blackburn Cathedral's [Privacy Policy](#), for the purposes of processing this application and for personnel records if an offer of employment is made. I agree to immediately notify Blackburn Cathedral of any changes to the details provided. If my application is successful a criminal record check may be undertaken to verify the information provided. Failure to reveal pertinent information could lead to the withdrawal of an offer of employment. My signature below should be regarded as my permission for such a check(s) to be made.

Name		Date	
Signature			

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Submission

To submit your application for this position, please provide the following:

- This application form, duly completed.
- A completed Church of England Confidential Declaration Form.
- An Equal Opportunities Monitoring Form, duly completed.
(**Completing this form is voluntary** and non-completion/submission will not affect your application).

Applications should be sent via email to the person named in the Job Application Pack.

Closing Date

The closing date for applications is outlined in the Job Application Pack.

Interview Date(s)

The proposed interview date(s) is highlighted in the Job Application Pack.