



CLIFTON DIOCESE

Alexander House, 160 Pennywell Road,
B r i s t o l , B S 5 0 T X
Tel: 0117 902 5591 Fax: 0117 902 5520
Web: www.cliftondiocese.com

APPLICATION FORM FOR EMPLOYMENT WITHIN CLIFTON DIOCESE

DISABILITY If you are unable to complete this form yourself because of a disability, it may be completed on your behalf by someone else but you must sign it. If you are invited to interview, you will be asked for details of any additional assistance or equipment you may require for the assessment tests or at interview.

ROLE APPLIED FOR:

PERSONAL INFORMATION

Surname/Family Name Dr/Mr/Mrs/Miss/Ms.....

Any other name/s you may have been known by

.....

Forenames

Home address

.....

Home Tel No.....Work Tel NoMay we contact you there
Yes/No (Please circle)

Mobile No E-mail address

Nationality

If you are not British or EU national please give details of any conditions related to your employment.

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What is the earliest date you could commence employment with us?



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PRESENT OR MOST RECENT EMPLOYMENT

Please use additional A4 sheets if necessary, each labelled with your name.

Job Title:

Dates Employed

Current or Most Recent Salary:

Reason for Leaving:

Employer's name and address:

Key responsibilities of the role:



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EMPLOYMENT PRIOR TO THE ABOVE (Record all roles/posts you have had starting with the first)

All time since leaving full –time education should be accounted for. Full details should be given of any period not accounted for by full-time employment, education or training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education. Further clarification may be sought at interview.

From Month/Year	To Month/Year	Title & Key Duties of the role	Employer's name and address	Reason for leaving

EDUCATION AND QUALIFICATIONS

From	To	Name of School, College, University	Full or Part-time	Qualifications gained



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PROFESSIONAL QUALIFICATIONS

Awarding Body/Qualification	Level/grade of membership	Date obtained	Registration No.

RELEVANT TRAINING – give details of relevant training attended in the last 2 years

Dates	Details of training



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EXPERIENCE AND RELEVANT SKILLS

You must assess yourself against each of the selection criteria in the job description and give specific examples of how your skills, knowledge etc., meet these criteria, your evidence must be concise and to the point.

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Please use additional A4 sheets if necessary, each labelled with your name.

REFEREES

Please state the names and addresses of two persons, not related to you, from whom references may be obtained. One must be your current or most recent employer. Please note that we reserve the right to contact any previous employer for a reference.

Name and Position	Address and Telephone No.	Relationship to applicant	How long has the referee known you?



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Please confirm that we may contact your employer at this stage Yes/No (Please circle)

CAR USAGE

(For roles/posts where you will use your car in relation to your work)

Do you hold a full, current driving licence? Yes/No (Please circle as appropriate)

Do you have a car which you can use for work? Yes/No (Please circle as appropriate)

DECLARATION

In accordance with the Data Protection Act 2018 I give my consent for the information contained in this form to be processed in accordance with Church Policy for the purposes of recruitment and employment.

I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed it will be stored for 6 months and then destroyed.

The information given is to the best of my knowledge and correct. I understand that deliberate misrepresentation or omission of factual information requested may lead to dismissal/legal action.

Signature

Date

Information provided on this form, together with all other personal data held about these individuals by the Parish and the Clifton Diocese, is processed in accordance with the Diocese's Privacy Notice; which is available at <https://cliftondiocese.com/privacy-notice> or from the Parish Office.

When completed please send the Application Form to:-

**Jo Long
Alexander House
160 Pennywell Road
Bristol
BS5 0TX**

Or email to: Jo.Long@cliftondiocese.com