

# Diocese of Winchester Job Application Form



Ref No: (office use)

<b>POST: FINANCE ASSISTANT (GUILDFORD &amp; WINCHESTER) MATERNITY COVER CONTRACT</b>	
<b>SURNAME (Capitals):</b>	<b>OTHERS NAMES IN FULL:</b>
<b>ADDRESS:</b>	<b>TELEPHONE:</b>
	Work: _____
Postcode: _____	Home: _____
Email: _____	Mobile: _____

<b>REFERENCES</b> Please give names of two people ( <i>Please obtain their permission</i> )
<b>Name:</b>
<b>Address:</b>
<b>Occupation:</b>

<b>Name:</b>
<b>Address:</b>
<b>Occupation:</b>

<b>PRESENT EMPLOYER: May we approach for reference now? <i>Please circle</i> YES NO</b>
<b>Name:</b>
<b>Address:</b>

Occupation:

**EDUCATIONAL AND TRAINING DETAILS**

Secondary Schools attended	From	To	Details of subjects & examination results

College and/or University	From	To	Details of examination results and qualifications held

Membership of Professional bodies

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**EMPLOYMENT DETAILS****PRESENT APPOINTMENT****(Please give details of your present/latest appointment)**

Present/latest employer:	Type of business:
Address:	Starting date:
	Leaving date:
Starting pay £	Current/finishing pay £
Job Title:	Duties/responsibilities:
What period of notice would you be required to give:	

**PREVIOUS APPOINTMENTS****(Please state what you have done in the course of your career, in reverse chronological order)**

Dates		Name & Address of employer	Position held	Brief description of responsibilities	Reasons for leaving

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(Please continue on separate sheet if necessary)

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

**Describe your present appointment in terms of its responsibilities and relationships**

(Continue on separate sheet if required)

**Give reasons why you think you would be suitable for this post**

(Continue on separate sheet if required)

Leisure, interests, hobbies, etc.

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Public duties undertaken (JP, local councillor, etc.)

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Year and Place of Ordination (Clergy only)

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Please give details of community/voluntary work (including any offices held in the Church)

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#### REHABILITATION OF OFFENDERS ACT 1974

You must declare any criminal convictions, cautions or bindovers against you even if they are regarded as 'spent' under the above Act. This is because this post is exempt from the provisions of the Act.

(If appropriate, please state 'NO CONVICTIONS TO DECLARE')

Do you hold a current driving licence? YES / NO

Where did you see this post advertised: ECHO / CHRONICLE / ONLINE / OTHER

#### DECLARATION

I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that if I am subsequently appointed, any of the following will render me liable to disciplinary action which may include dismissal: (i) any false statement, (ii) failure to disclose any criminal convictions where required to do so, (iii) failure to disclose relationship to, or canvassing of, a person holding a position of authority in the Organisation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: Mrs Christine Williams, Diocesan Office, Old Alresford Place, Alresford SO24 9DH no later than Friday, 20 January 2012.**