**Application Form**

**Application for the post of ‘Administrative Assistant & EA to Church Leaders’**

Please complete and email this form to admin@saintphilips.org.uk

Completed application forms must be returned by 31st March 2025.

Please type or write clearly using black pen, in order that this form can be photocopied

**Where did you hear about this vacancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Please provide the names, organisations, job titles, addresses and phone numbers of three referees. At least one must be your current or most recent employer.

Please indicate the capacity in which you know the referees.

| **1** | **2** | **3** |
| --- | --- | --- |
|  |  |  |

**1** May we approach this referee for a reference now? **YES/NO**

**2** May we approach this referee for a reference now? **YES/NO**

**3** May we approach this referee for reference now? **YES/NO** Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

| Dates | Name and address of employer | Job title and summary of duties | Reason for leaving |
| --- | --- | --- | --- |
| From | To |  |  |  |
|  |  |  |  |  |

| Dates | Place of study | Qualifications attained |
| --- | --- | --- |
| From | To |  |  |
|  |  |  |  |

| Membership of Professional Bodies (if applicable)  |
| --- |

| Do you possess a car? YES/NO Do you possess a full driving licence? YES/NO |
| --- |
| **Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.** Please continue overleafContinued from previous page |



I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.

Signed : …………………………………

Dated : …………………………………..