



# Application for Employment

## Personal Assistant to the Vicar

We ask all prospective employees to complete an application form either by hand or electronically. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information you provide will be kept confidential by Christ Church Clifton. Please write clearly!

### 1. Personal Details

Surname:		Preferred Title:	
First Names:			
Address:	Telephone:		<input checked="" type="checkbox"/> <i>Tick preferred number to contact you</i>
	Daytime:		
	Evening:		
Postcode:	Mobile:		
Email Address:			
Nationality:		Place of Birth:	

Do you hold a current, valid driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what type?	<input type="checkbox"/> Full	<input type="checkbox"/> Provisional
If yes, do you have any current endorsements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details of any current endorsements:		

National Insurance number:	
Current (or most recent) salary:	
How many days sickness have you had in the past 12 months?	
What length of notice period do you need to give your current employer?	
Are you eligible to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 2. Church Experience

*All employees of Christ Church Clifton are expected to be in sympathy with our Christian ethos.*

Please explain your understanding of the Christian faith and your relationship with Christ Church or your local church if applicable:
If you have an active Christian faith, how are you seeking to live this out at home, work, church and in your social life?

### 3. Employment History

Starting with your current or most recent employer, please tell us about your past and current employment / voluntary work in the table below. Please account for any gaps in your employment history.

Employer's Name and Address	Employed from (Date)	Employed to (Date)	Job Title and Description	Reason for Leaving / considering leaving

### 4. Education and Training

Name of establishment	Dates (from/to)	Examinations subjects / level / grades / results
<i>Secondary Education:</i>		
<i>Further Education:</i>		
<i>Training relevant to this application (if any):</i>		
Current membership of any professional / technical organisation (if applicable):		

## 5. Your calling to work in the Church Office at Christ Church

Why are you applying for the role of PA to the Vicar at Christ Church?

What key strengths would you bring to this role? What are your greatest weaknesses?

How do you see this role serving the wider vision and mission of Christ Church?

## 6. Your suitability for this specific role

*Remember, we can only shortlist you if you tell us how you meet the essential key skills, experiences and qualities we need for this role!*

Please refer to the **Person Statement** (Experiences and Qualifications) in the centre column of the PA to the Vicar Role Profile and outline how you meet the key skills, experiences and qualities we are looking for, referring to any relevant previous experience or qualifications as necessary:

Please refer to the **Key Responsibilities** in the left hand column of the PA to the Vicar Role Profile. What most excites you about this role? What would you find challenging?

## 7. Other Information

Apart from involvement in church / Christian activities, what other interests do you have?
Use this space for anything else you would like to tell us about yourself:

## 8. References

Please complete the details below of two people who would be willing to provide a personal reference. If you are currently working (paid or voluntary), one of these should be your present employer:

	Reference 1	Reference 2
Name:		
Address:		
	Postcode:	Postcode:
Telephone:		
Email:		
Relationship to you:		
May we approach prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide details of the vicar/minister/leader of your current church or place of worship (if applicable):

Name:	
Address:	
	Postcode:
Telephone:	
Email:	
Name of Church:	
May we approach prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

We reserve the right to take up character references from any other individuals deemed necessary.

## 9. Declaration

I confirm that the submitted information is truthful, correct and complete.

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

Please could you tell us where you saw this post advertised \_\_\_\_\_

As an organisation we undertake to meet the requirements of the Data Protection Act 1998, and all appropriate Acts.

The completed application form should be returned to:

**Mark Parsons, Operations Manager**  
**Christ Church Clifton, Linden Gate, Clifton Down Road, Bristol, BS8 4AH**

or via email to:

[mark.parsons@ccweb.org.uk](mailto:mark.parsons@ccweb.org.uk)

The closing date for applications is midnight on Thursday 21<sup>st</sup> February 2019.