



# Application for Employment

## Church Executive Assistant

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:		✓
	<i>Tick preferred number to contact you</i>		
	Postcode:	Daytime:	
		Evening:	
	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:	
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. 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


### 3. 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):		

### 4. Working for Christ Church Clifton

Why are you applying for this role at Christ Church?

What experience (if any) do you have of the Church and the Christian faith?

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

How do you see the Church Office and the Executive Assistant Role serving the wider vision and mission of Christ Church?

## 5. 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 Executive Assistant 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 Executive Assistant Role Profile. What most excites you about this role? What would you find challenging?

If you were successful in being appointed to this role, what would be your top three priorities for your first three months of employment?

## 6. Other Information

Please tell us a bit about yourself when you are not at work:
Use this space for anything else you would like to tell us about yourself:

## 7. 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

*Optional:* Please also provide details of the vicar/minister/leader of your current church or place of worship if you have one:

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.

## 8. Criminal Record

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Please note below any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

## 9. Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Church will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legitimate interest to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

## 10. Declaration

**I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I consent to your processing of this information and data for the purposes outlined above. I understand that any offer of employment is subject to the Church being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).**

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

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

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 Sunday 5<sup>th</sup> January 2025.