

**PA to the Vicar Application Form**

1. **Personal Details**

Title:

Surname: Forename:

Address:

Postcode:

Telephone: Mobile:

Email:

Nationality: National Insurance number:

*If you are not a British Passport Holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.*

Do you require a work permit for employment in the UK? YES/NO

If you already have a work permit, when does it expire?:

*Please note, your current work permit may not be valid for this post.*

1. **Education and Professional Qualifications**

**Please list below all relevant training and education, beginning with the most recent.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University/ College/ Secondary School** | **Date from** | **Date to** | **Please state all qualifications gained (e.g. A-Level English, BA Drama)** | **Result**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Present/ Most Recent Employer**

|  |  |
| --- | --- |
| Name and Address of Employer |  |
| Job Title |  |
| Dates of Employment |  |
| Description of Duties |  |
| Reason for leaving |  |

1. **Previous Employment**

 Please start with the most recent first. Please include work/voluntary experience and any periods of unemployment. Do not leave any unexplained gaps. (Please continue on a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Job Title** | **Dates of Employment** | **Brief Description of Duties** | **Reason For Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Information In Support Of Your Application**

Please provide additional information outlining why you are interested in this post and any relevant experience/skills or knowledge to support your application. Please also tell us about your personal faith and experience, present church attended and involvement in church activities. It may be a brief description of the beginning and growth of your faith in Jesus Christ.

1. **References:**

Please provide the names of two referees, one of which must be your current or most recent employer. The other should **not** be a relative or contemporary.If you do not wish us to contact your referees unless you are offered the position, please indicate this below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name (Referee 1) |  | Name (Referee 2) |  |
| Relationship to Referee |  | Relationship to Referee |  |
| Job Title |  | Job Title |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone No. |  | Telephone No. |  |
| Email Address |  | Email Address |  |
| How long known? |  | How long known? |  |
| May be contacted? | Y/N | May be contacted? | Y/N |

1. **Additional Information**

**Working for a church**

Please tell us about any volunteer work you are doing/have done either in church. Include an outline of activities which carry/carried a position of responsibility.

Do any of your friends or family members attend St Barnabas?

❑Yes ❑No If so, please give details.

When could you commence work with us?

What is the notice period required by your current employer?

Have you ever been convicted of a criminal offence? ❑Yes ❑No

(declaration subject to the Rehabilitation of Offenders Act 1974)

If you are short listed for interview do you require any special arrangements to be made so that you may attend an interview, if so please detail this on a separate sheet of paper.

Please return your completed form to Chloe Slinger at 23 Addison Road, London, W14 8LH, or electronically to chloe@stbk.org.uk

**Additional Notes**