**KNOWLE PARISH CHURCH**

**COMMUNICATIONS OFFICER - Application form**

***Please save this form on your PC, complete it, then send it with an accompanying email – indicating why you are applying for the job – to the Operations Manager, Helen Allen*** ***helen.allen@kpc.org.uk******.***

**PERSONAL DETAILS**

Family Name       Title

Other Names in full

Permanent Address

Temporary Address if applicable

Telephone No: Mobile       Home

**REFERENCES**

(*Please obtain their permission.*)

1. Name

 Address

 Email address

 Phone number

 Occupation

2. Name

 Address

 Email address

 Phone number

 Occupation

3. Name

 Address

 Email address

 Phone number

 Occupation

**EDUCATIONAL AND TRAINING DETAILS**

Secondary School(s) 1 attended:       Dates [*month/year*]: from       to

Secondary School(s) 2 attended:       Dates [*month/year*]: from       to

Details of subjects and examination results

University/College 1:       Dates [*month/year*]: from       to

University/College 2:       Dates [*month/year*]: from       to

Details of examination results and qualifications held.

Training: Please give details of relevant training [*e.g. Worship leading, First aid, Safeguarding*]

Do you hold a driving license? [*Yes/No*]

Do you have any motoring convictions? [*Yes/No*]

If yes, please give dates and details and brief description

**EMPLOYMENT DETAILS**

**Present and previous appointments**

Starting with your present appointment please state what you have done in the course of your career; *i.e. in reverse chronological order.*

May we approach your present employer for reference now? [*Yes/No*]

PRESENT/LATEST EMPLOYER: Name

Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

PREVIOUS EMPLOYER (A): Name

Dates [*month/year*]: from       to      Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

PREVIOUS EMPLOYER (B): Name

Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

PREVIOUS EMPLOYER (C): Name

Address

Position held

Brief description of responsibilities

Dates [*month/year*]: from       to

Reasons for leaving

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

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

Earnings at present employment

What period of notice would you be required to give to your present employer?

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

Leisure interests, hobbies, etc:

Please tell us briefly about your walk with God so far and how you became a Christian including churches you have been part of.

Please give details of voluntary work of relevance to this application.

Do you have any criminal convictions not spent under the rehabilitation of offenders act of 1974?
[*Yes/No*]

If yes please describe the offence here:

Are you, or have you ever been, registered as disabled? [*Yes/No*]

Do you require a permit to work in the UK? [*Yes/No*]

**To the best of my knowledge and belief the information supplied by me is correct**.

SIGNED.[*Type name*]       DATE.[*DD/MM/YY*]