

DIOCESE OF WORCESTER
Application for Employment as
Diocesan Secretary

Ref office use only

PERSONAL AND IN CONFIDENCE. *The first two sheets ask for personal information which will not be made available to the panel shortlisting for interview.*

Name and Address Please enter your full name and address

e mail address :

Telephone	Daytime	Evening	Mobile
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Length of Notice of current post / employment:

Where did you hear about this post?

Referees *Please supply the names and addresses of two referees. If you are currently an employee one of your referees should be your employer.*

1. Name	2. Name
Address	Address

.....
.....
.....
.....
.....

Phone	Phone
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Email	Email
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May we contact these referees before the interview? YES NO

Church Membership

What is your present church affiliation?

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Due to the occupational requirement of the post holder to be a practising Christian, lay or ordained, and an active communicant member in good standing within the Church of England or of a Church which is in communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland, Churches Together in England or the Evangelical Alliance, *please supply a referee to establish such "good standing" which will be taken up prior to consideration of invitation to interview.* This referee could be the same as one above or additional to the other two referees requested. For those who are ordained or hold a bishop's licence in the Anglican Church it must be their current diocesan or area bishop

3. Name Phone

Address Email

.....

.....

.....

.....

Other matters

Are you a member or an active supporter of the British National Party or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church of England's commitment to promoting racial equality? YES/ NO

Do you currently have the right to work in the UK without any additional approvals? YES/NO

Travelling around the diocese

Do you possess a current substantive (i.e. full) driver's licence? YES/NO

Do you have or intend to obtain a motor vehicle, which you would be willing to use for official travel when necessary? (*note: a mileage rate would be payable*) YES/NO

Or would you propose other satisfactory alternative arrangements YES/NO

The appointment will be subject to the satisfactory outcome a Basic DBS check.

Declaration I confirm that all the information given in this form is correct and that I have not omitted any information which might disqualify me from holding this post. I understand that the data given will be processed for the purposes of personnel management. I give my consent for my details to be so retained.

Signature

Date

Notes

The shortlisting panel will see pages 3 to 8 only.
ADDITIONAL SHEETS AND/OR CVS WILL BE IGNORED.
Interviews will be held over 2 days: 6th and 7th June.

Please complete all 8 pages and return by noon on **3 May 2018** to:
 The Bishop's Chaplain, The Old Palace, Deansway, Worcester, WR1 2JE
 Or by email to **bishopschaplain@cofe-worcester.org.uk**

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Employment:

Please indicate here details of paid employment that you have undertaken since leaving school, including salary/payment and whether the post was full-time, part-time or seasonal and, for jobs in the last five years, brief details of duties and responsibilities.

Please start with your current/latest employment.

From	To	Job Title / Employer / Details of job	Salary / Pay

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Education/Qualifications

Principal secondary schools

From	To	School

Further / Higher education

Please give qualification obtained (with class if degree).

From	To	University / College / Course

Please give brief details of any educational or training courses that you consider relevant to this post, including any accreditation you have received as a result of courses or particular work.

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What **experience** have you had related to the person specification?

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What **knowledge and skills** do you have related to the person specification?

DIOCESE OF WORCESTER
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Why are you **applying** for this post? (continue onto page 8 if required)

DIOCESE OF WORCESTER
Application for post of
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Why are you **applying** for this post? (continuation)