

**Application for employment**

**Please complete and return by email to c.ward@olw-shrine.org.uk by Friday 10th September 2021:**

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| Position applied for: **Schools Officer** |

**Personal information**

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| Title  Forenames Surname | |
| Address | Telephone numbers:  Daytime  (please withhold if you do not wish to be contacted at work)  Evening |
| E-mail: |
| Are you legally eligible for employment in the UK? | |
| How did you hear of this vacancy? | |
| Have you made any previous applications to the Anglican Shrine?  if so, when and for which post | |

**Referees**

**Please name two referees (excluding relatives), one of whom should be your present or last employer. Any offer of employment is subject to satisfactory references; your current employer will not be approached without your permission.**

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| Name  Address  How is the referee known to you?  Telephone No.  E-mail | Name  Address  How is the referee known to you?  Telephone No.  E-mail |

**Education**

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| **Secondary Education**  **(name and address of school)** | **From/to** | **Examinations passed and grades** |
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| **Further Education**  **(university, college, evening classes)** | **From/to** | **Courses and results** |
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| **Professional memberships and qualifications** | | |

**Relevant training and personal skills**

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| Please indicate skills and training courses, including Safeguarding, undertaken relevant to this appointment.  Are you undertaking any training at present?  If so please give details  Driving Licence: Yes/No Current endorsements: Yes/No Own transport: Yes/No |

**Employment History**

**Begin with present occupation/last employer and work backwards**

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| **From/to** | **Name and address of company/ organisation** | **Position held**  **Key responsibilities**  **Reason for leaving**  **Final salary in role** |
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| **Date available to start work, or notice required** | | |

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| Please give details of any period not accounted for, including unemployment. |

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| Please give details of any sickness absence from work over the last two years, e.g. occurrences, number of days and explanation for absence.  Do you consider yourself to have a disability? Yes/No  You do not need to give further details at this stage, however if you are invited to attend for interview please advise us of any specific arrangements or equipment which you require. |

**Additional information**

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| Please explain why you are applying for this position and outline how you meet the skills/person specification, adding any other relevant information in support of your application. You may use extra sheets. |
| Please give details of hobbies and interests (include membership of any organisation, any office held and any voluntary work) |
| Under the Data Protection Act, information is obtained and held by Walsingham College Trust Association Ltd only as part of the recruitment and selection process. It is regarded as strictly confidential and will be stored securely.  I hereby provide explicit consent for the information to be stored within the organisation’s manual and computerised filing systems.  SIGNED: DATE: |

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| **Please note that Walsingham College Trust Association Ltd is an equal opportunities employer**  If you give any information which you know is false, or if you withhold any relevant information, this may lead to your application being rejected, or if you have already been appointed, to your dismissal.  I confirm that all the information I have given is, to the best of my knowledge and belief, true and complete.  **SIGNED: DATE:** |