

CENTRE ADMINISTRATOR & ASSISTANT PARISH ADMINISTRATOR



PLEASE SEND COMPLETED FORM TO RICHARD TAYLOR, TRUST CHAIRMAN, BY EMAIL: hertfordsta@aol.co.uk OR POST: 22 HIGHFIELD ROAD, HERTFORD SG13 8BH TO ARRIVE BY MONDAY 27TH SEPTEMBER 2021



APPLICATION FORM

1. Personal Information

Title:	Forename(s):	Surname:
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Known as:

Any previous names by which you have been known:

Date of Birth:

Home Address:

Postcode:

Daytime Tel No:	Mobile Tel No:	Evening Tel No:
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Email Address:

2. Education, Training & Qualifications Information

Please give details of any relevant training and qualifications which you feel equip you for the job. Please include dates.

3. Employment & Voluntary Work Experience

Please provide a full history (with dates) of previous employment you have had, whether paid or voluntary.

4. Skills & Qualities

Please tell us about the skills and qualities you will bring to the rôles and why you want the job.

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5. References

At least 2 references will be sought using the information provided at section 3 above. Please also provide details of personal referees here. Referees must be over 18 and not be family members or relatives. Please note that 'Self-supplied', 'to whom it may concern' and verbal references will not be accepted.

Name:

Telephone No:

Address (including postcode):

Email Address:

In what capacity do you know this person?

Name:

Telephone No:

Address (including postcode):

Email Address:

In what capacity do you know this person?

6. Declaration

I confirm that the information I have given in this application form is a true, accurate and complete statement.

I understand that any offer of appointment is subject to satisfactory pre-appointment checks as well as completion of a Confidential Declaration Form and satisfactory disclosure from the Disclosure and Barring Service at the appropriate level, where this is a requirement of the role as stated on the job description.

Signed:

Print Name:

Date: