



**Parish of Stratford St. John with Christ Church**  
(Registered charity no. 1132176)

## **Application form: Parish Administrator**

*Please complete this application form electronically or in black ink.*

### **Personal information**

<b>Title:</b>	
<b>First Name(s):</b>	
<b>Surname:</b>	
<b>Preferred Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>Do you have a disability or any special requirements that we need to be aware of during the recruitment and selection process?</b>	<b>YES / NO</b>
<b>If yes, please provide details, including what adjustments you might require as part of the recruitment and selection process.</b>	
<b>Are you free to remain and take up employment in the UK with no current immigration restrictions? YES/NO (Delete as appropriate)</b>	
<b>If no, please add relevant information below</b>	

**Employment history**

Please list present and previous appointments in reverse chronological order.

How much notice is required in your current post? \_\_\_\_\_

Please note any other employment you would continue with if you were offered this position.

From/To (month, year)	Name and address of employer	Job title and brief description of duties	Reason for leaving

*Continue on a separate sheet if necessary.*

## **Education and qualifications**

a) Professional/practical qualifications obtained (e.g. teaching, social work).  
Membership of professional bodies etc.  
Please give dates of training and titles of any qualifications achieved.

<b>From</b>	<b>To</b>	<b>Qualification/experience</b>

b) Further and Higher education (college or university). Please give details of any qualifications and grades obtained.

<b>From</b>	<b>To</b>	<b>Name of University/College</b>	<b>Details, including grades of any qualifications achieved</b>

c) Principal secondary schools

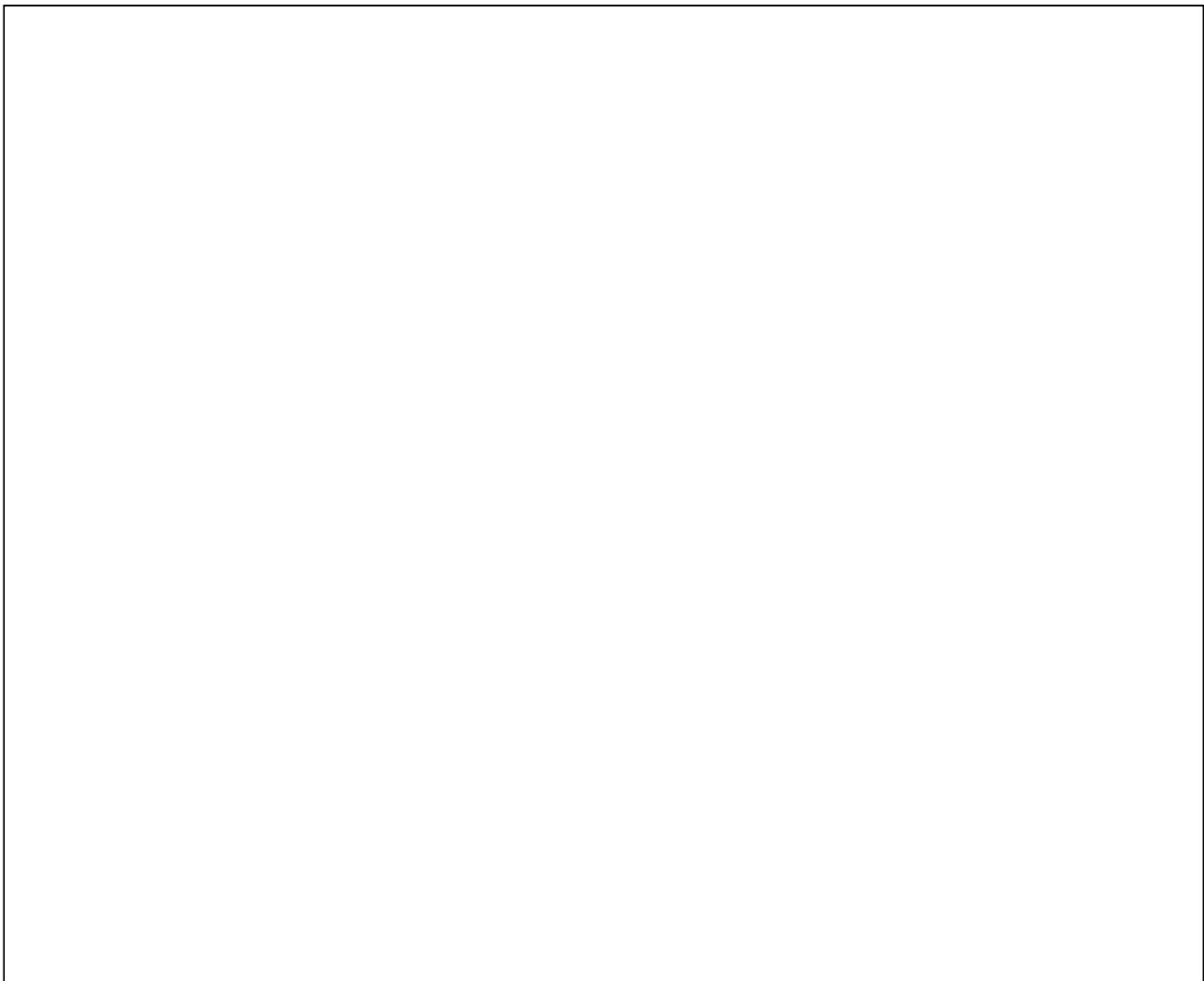
<b>From</b>	<b>To</b>	<b>School name, and details of qualifications gained and grades</b>

*Continue on a separate sheet if necessary.*

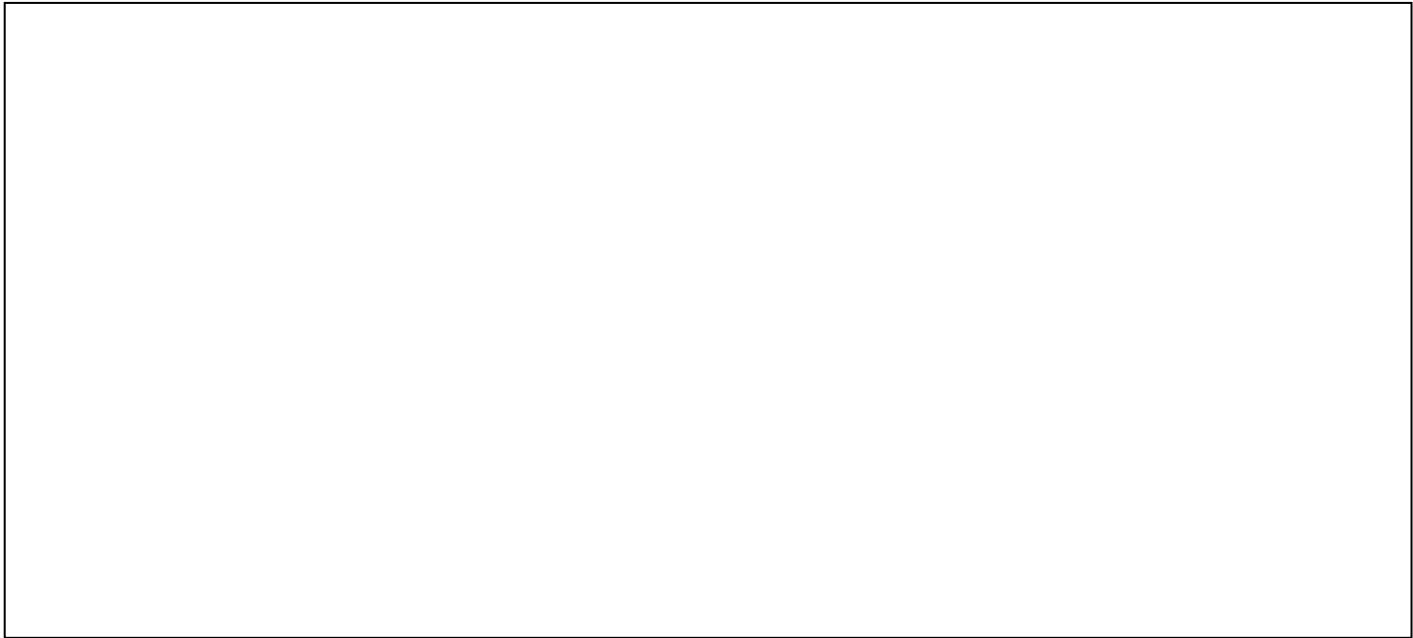
## **Supporting Statements**

***Please explain why you have applied for this role and what excites you both about joining the team at St John's Stratford, and this particular role.***

*Continue on a separate sheet if necessary.*

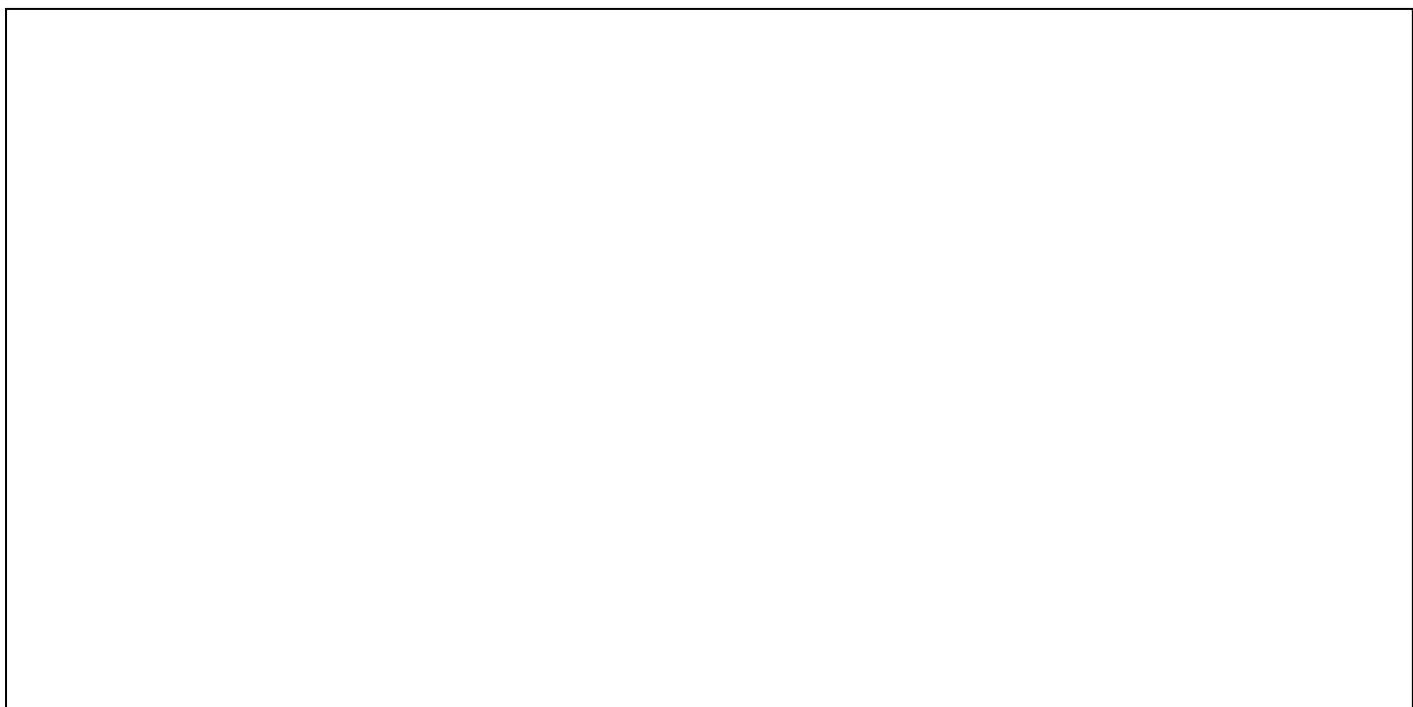


***Please describe any experience you have of church, community or charitable ministry (paid or unpaid) which may be relevant to this role.***  
Continue on a separate sheet if necessary.



***Please offer a statement to explain how you feel equipped to take on the role of Parish Administrator and what you would bring to the job (feel free to continue on a separate sheet if necessary). Do refer to your previous experience, make mention of your ICT skills and other skills and qualities mentioned in the Job Description and Specification.***

Continue on a separate sheet if necessary.



### **Interests, Recreations and Voluntary Work**

Please give details of your main interests outside your employment and any positions held

### **Criminal Record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure from the Disclosure & Barring Service. This role will require a DBS check.

## References

Please provide two referees: -

- Referee details should be related to the information you have provided in your application.
- One reference should be from your current or most recent employer.
- The further reference should be a professional contact, for example from your education provider, church, or voluntary work contact.
- Referees must be over 18 and not family members or relatives.
- Please obtain their permission.
- References should cover at least the last two years of your most recent employment.
- [National Church of England Safer Recruitment Practice](#)

*We reserve the right to ask for further information about referees, including asking you to provide details of an additional referee including a HR contact. If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any past employer for a reference.*

	Reference One	Reference Two
Name:		
Position:		
Occupation:		
Address and postcode:		
Telephone:		
Email:		
Relationship with applicant:		
May we approach your referee prior to interview?	Yes/No	Yes/No

## Declaration

*Please read this carefully before signing this application*

- a) I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer; Parish of Stratford St John with Christ Church (PSSJwCC) the right to terminate any employment contract offered.
- b) I agree that PSSJwCC reserves the right to ask relevant questions about an individual's health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should PSSJwCC require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information that PSSJwCC receives will only be retained on a personnel file during an individuals' tenure in post and will be only stored/processed in accordance with the current data protection legislation.
- c) I agree that should I be successful in this application, PSSJwCC will, if required, apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory any offer of employment may be withdrawn or employment terminated.
- d) I understand that Clergy, ordinands and such employed lay people working for PSSJwCC and/or wider diocese as have duties that require them to represent or speak on behalf of the Church (which for the purposes of this policy, includes all employees of the Church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. I can confirm / not confirm that I am able to comply with this (please circle as appropriate).
- e) I agree to PSSJwCC using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand the PSSJwCC will process my information in accordance with GDPR.
- f) I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment and beyond in line with relevant statutory requirements and policies and procedures. If I am not successful, I understand that PSSJwCC will retain the form for a period of six months and that during this period PSSJwCC may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_