|  |  |  |
| --- | --- | --- |
|  | APPLICATION FORM |  |
| * **Please fill in this application form.**
* **Add a Letter of Application no longer than one sheet of A4 in which you outline with examples why you are the right person for this post, making reference to the job role and responsibilities.**

**Please send both to gm@hexhamabbey.org.uk by 4th February 2019.** |
| **POSITION APPLIED FOR:** | **Events Coordinator/Trainee Events Manager** |
|  |
| **The following information will be treated in the strictest confidence.** |
| **PERSONAL** |
| (Please complete this section in BLOCK CAPITALS) |
| Surname: |  | First Name(s): |  |
| Address: |  |
|  |
|  | Postcode: |  |
| E-mail Address:  |
| Contact Tel. No:  | Mobile Telephone No:  |
|  |
|  |  |  |
| Are you involved in any activity which might limit your availability to work or your working hours e.g. local government? |  |
| If YES, please give full details. |  |
| Are you subject to any restrictions or covenants which might restrict your working activities? |  |
| If YES, please give full details |  |
| Are you willing to work evenings and weekends if required? |  |
| Please give details of any hours which you would not wish to work:  |  |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? |  |
| If YES, please give full details |  |
| Have you ever worked for a church before? |  |
| If YES, please give full details |
| Do you need a work permit to take up employment in the UK? |  |
| How much notice are you required to give to your current employer? |  |

**Note:** The offer of the post is subject to receipt of a satisfactory Enhanced Disclosure and Barring Service (DBS) clearance.

**EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training CoursesName of Organisation | Date | Subject |
|  |  |  |

|  |
| --- |
| Please give details of membership of any technical or professional associations: |
|  |
|  |
|  |

**EMPLOYMENT DETAILS**

**Present or last employer**

Are you currently employed?

|  |  |
| --- | --- |
| Name of present or last employer: |  |
| Address: |  |
| Email:  |
| Telephone No: |  |
| Nature of business: |  |
| Job title and a brief description of your duties: | : |
|  |
|  |
|  |
| Length of Service: | From:  | To:  |

**Please give details of your past employment, excluding that listed above, stating the most recent first.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |

|  |
| --- |
| **INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES** (e.g. hobbies, sports, club memberships) |
|  |
|  |
| **SUPPLEMENTARY INFORMATION** Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths. |
|  |

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| **WHAT MAKES AN EVENT SPECIAL?** |
|  |

**DECLARATION**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal

I understand these details will be held in confidence by Hexham Abbey, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

|  |  |
| --- | --- |
| Signature:  | Date:  |

**REFERENCES**

Please give the names of two people (one of which should have workplace experience of you, the other who knows you personally for a character reference) whom we may approach for a reference before interview.

|  |  |
| --- | --- |
| Name:  | Name:  |
| Position:  | Position:  |
| Address:  | Address:  |
|  |  |
|  |  |
| Tel. No:  | Tel. No:  |
| E-mail:  | E-mail:  |

We will approach the current or most recent employer (previous page) for a reference of the successful candidate at interview.

**SOURCE OF APPLICATION**

How did you hear of this post?

|  |
| --- |
|  |