

CONFIDENTIAL

DIOCESE OF SOUTHWARK

Committed to Equal Opportunities

You should read the job description and person specification carefully before completing this form. It is important that you complete the form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. If you require any help with completing this form, please contact the Director of HR tel: 020 7939 9470 or send an email to recruitment@southwark.anglican.org. Please type or use black ink as the form may be photocopied. Please use a continuation sheet where necessary.



Application for Employment as

Seasonal Holiday Hubs Co-ordinator

(For office use only)

REF: TS/12/18

1 PERSONAL DETAILS

Surname _____	First Names _____
Address _____ _____ _____	Tel. No. (Home) _____ Tel. No. (Other) _____ email _____

2 EDUCATION, PROFESSIONAL & TECHNICAL DETAILS

Name of school/college/university	Subject	Qualifications gained and grades	Date

3 IF ORDAINED, DATE AND PLACE OF ORDINATION

4 DETAILS OF CHURCH AFFILIATION (If any)
Please indicate any church involvement e.g. PCC member, Reader etc.,

5 DETAILS OF FURTHER STUDY, IN-SERVICE TRAINING, COURSES ATTENDED, ETC.,

6 EMPLOYMENT HISTORY (starting with most recent. Please explain any gaps)				
Employer	Position held	Dates		Reason for leaving and final salary
		From	To	

7 EXPERIENCE: Having due regard to the Job Description and Person Specification, please say why you feel you are suitable for this post with reference to previous experience gained in employment, voluntary work and/or your personal life and any other relevant information. Please ensure that you address fully the requirements of the Person Specification and wherever possible provide practical examples to support your submission.

8 REFERENCES

Please give names and addresses of two referees. One should relate to your present or most recent employment.

1	Name _____	2	Name _____
	Position _____		Position _____
	Address _____		Address _____
	_____		_____
	_____		_____
	Tel. No. _____		Tel. No. _____
	Email _____		Email _____
	May we obtain references prior to interview?	YES	NO

9 OTHER DETAILS

Period of notice required _____

Please indicate how you heard of this vacancy _____

Do you hold a current driving licence? YES NO

Do you have a car at your disposal? YES NO

I understand that under the terms of the Immigration, Asylum and Nationality Act 2006, should I be short-listed for the post for which I am applying, I will provide the Diocese with an original document from a list provided by them* showing my entitlement to work in this country.

*Acceptable documents include combinations of such items as NI card, birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country.

I certify that the information given in this application form is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding material information may result in an offer of employment being withdrawn or, if employment has commenced, disciplinary action, including dismissal.

I hereby consent to the processing of sensitive personal data, as defined by the Data Protection Act 1998, involved in the consideration of this application.

Date _____ Signature _____

Please return this form to:

Simone Garvin-Wilson

By 6 February, at 10 am

HR Officer

Trinity House, 4 Chapel Court, Borough High Street

LONDON SE1 1HW

Simone.Garvin-Wilson@southwark.anglican.org