

**Application for employment**

**Please complete using black ink and return by: noon on Monday 2 December 2024**

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| Position applied for: Accounts Administrator |

**Personal information**

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| TitleForenames 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 Norwich Cathedral?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. Can we approach your current employer before an offer of employment is made? YES/NO**

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| --- | --- |
| NameAddressHow is the referee known to you?Telephone No.E-mail | NameAddressHow is the referee known to you?Telephone No.E-mail |

**Education**

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

**Relevant training and personal skills**

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| Please indicate skills and training courses undertaken relevant to this appointment.Driving Licence: Yes/No Current endorsements: 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 heldKey responsibilitiesReason for leavingFinal salary in role |
|  |  |  |
| Please give details of any periods not accounted for, including any unemployment  |

Date available to start work, or notice required

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 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 Norwich Cathedral 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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| 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: |