

**Application for employment**

**The following information will be treated in the strictest confidence**

**Please complete using black ink and return by: noon on Wednesday 9 October 2024**

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| Position applied for: Verger (part-time) |

**Personal information**

|  |  |
| --- | --- |
| Title  Forenames 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? **YES/NO** | |
| 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**

|  |  |
| --- | --- |
| Name  Address  How is the referee known to you?  Telephone No.  E-mail | Name  Address  How is the referee known to you?  Telephone No.  E-mail |

**Education**

|  |  |  |
| --- | --- | --- |
| Secondary Education  (name and address of school)  Further Education  (university, college, evening classes) | From/to  From/to | Examinations passed and grades  Courses 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  If YES, please give further details including dates |

**Employment History**

**Begin with present occupation/last employer and work backwards**

|  |  |  |
| --- | --- | --- |
| From/to | Name and address of company/ organisation | Position held  Key responsibilities  Reason for leaving  Salary in most recent role |
|  |  |  |

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| Please give details of any periods not accounted for, including any unemployment |
| Are you subject to any restrictions or covenants with your previous employer which might restrict your working activities? YES/NO  If YES, please five full details: |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? YES/NO  If YES, please give full details: |
| 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) |
| 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 the company, in compliance with date protection legislation and as set out in the company’s Employee Privacy Notice. I undertake to notify the company immediately of any changes in the above details.  SIGNED: DATE: |