DIOCESAN BOARD OF FINANCE

Job Application Form

Private and Confidential

|  |
| --- |
| **PERSONAL INFORMATION** |
| **POSITION APPLIED FOR:** |  |
| **TITLE, FORENAME(S) AND SURNAME:** |  |
| **ADDRESS AND POSTCODE:** |  |
| **CONTACT NUMBER(S):** |  |
| **EMAIL:** |  |
| **CURRENT EMPLOYMENT STATUS AND NOTICE PERIOD:** |  |
| **CURRENT ANNUAL COMPENSATION AND BENEFITS:** |  |
| **WHERE DID YOU FIRST HEAR ABOUT THIS ROLE? (Diocesan website, Diocesan Twitter handle,** **Indeed, LinkedIn, Personal Referral, Recruitment Agency –** please specify**, Online Advert Platforms –** please specify, **Traditional Media Advert Platform –** please specify, **Others –** please specify) |  |
| **Do you have any criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974)? If yes, please provide further information.** |  |
| **REFERENCES FROM PREVIOUS EMPLOYERS\***(Name & Surname; Job title; Organisation; contact details including email address) |  |  |
|  |  |

\*References will not be contacted without your consent, usually once the job has been offered and verbally accepted.

|  |
| --- |
| **HOW TO APPLY** |
| Please provide a covering letter of **no more than 2 pages of A4**, telling us about yourself. Kindly note that your covering letter is a critical requirement for the shortlisting process.Please ensure your **covering letter includes:**1. Your motivations for applying for this role.
2. How you meet the person specification requirement for the role.
3. How your values are in sympathy with the aims and ethos of the Church of England.

Submit the following documents to hradmin@salisbury.anglican.org1. **Completed and signed application form.**
2. **Covering Letter**
3. **Current Curriculum Vitae**
 |
| **DECLARATION** |
| By applying, you confirm that you have permission to work in the UK. (Please be aware that under the Immigration Asylum and Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom.) |
| * I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. If my application is progressed to shortlist and/or offer of appointment, I agree that I will provide the relevant documents in support of my application.
* I agree that Salisbury DBF reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with Data Protection legislation.
* I consent to Salisbury DBF processing the information given on this form, including 'sensitive' information as may be necessary during the recruitment process. I understand that if my application is not successful it will be held on file for a maximum of 6 months unless I request in writing for this to be deleted.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that if I return this application by email, it will automatically be deemed that I have signed the declaration below.Date:  |