**APPLICATION FORM**

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| 1. **FULL NAME OF APPLICANT:** |
| **POST TITLE: Church Administrator** |
| **CHURCH/CIRCUIT: Heaton Moor United Church** |
| **CLOSING DATE: 14 November 2018** |

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| **For Office Use Only** |
| Date Received: |
| Application No: |
| Special needs at Interview: |
| Shortlisted: |
| Appointed: |

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| **2. EMPLOYMENT HISTORY** List all employers starting with your present or most recent first. Please account for any gaps in employment. | | | |
| **Name and Address of Employer** | **Position**  **Held** | **Dates of Employment** | **Reason for**  **Leaving** |
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| **3. WHY ARE YOU APPLYING FOR THIS JOB?** |
| **4. WHAT PARTICULAR (1) PROVEN ABILITIES, (2) QUALITIES AND (3) OTHER ATTRIBUTES WOULD YOU BRING TO THE POST?** |

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| **5. WHAT QUALIFICATIONS DO YOU HAVE, INCLUDING THOSE THAT MAY NOT BE RELEVANT TO THIS POST? Please give details – date, awarding body, grades.** |
| **6. ADDITIONAL INFORMATION** You are welcome to give any additional information that you would like to be considered in the space below. |

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| **7. REFERENCES** Please give two or three referees who can broadly represent your work and personal interests. This should include your current or most recent employer and may include your minister if relevant. |
| **Name**: |
| **Position**: |
| **Organisation Name and Address**: |
| **Email**: |
| **Telephone**: |
| **Name:** |
| **Position:** |
| **Organisation Name and Address:** |
| **Email:** |
| **Telephone:** |
| **Name:** |
| **Position:** |
| **Organisation Name and Address:** |
| **Email:** |
| **Telephone:** |
| It is our practice to approach referees of shortlisted candidates only. If shortlisted, may we contact your referees? |

**8. I declare that the information contained in this form is true and accurate. I understand that  
if it is subsequently discovered that any statement is false or misleading, I may be dismissed  
from employment.**

Signature: Date: