



# The Parish of Boxmoor

St John's Boxmoor,  
St Stephen's Chaulden & St Francis' Hammerfield

## APPLICATION FORM

**PRIVATE AND CONFIDENTIAL**

Please type or write clearly in black ink

POST APPLIED FOR: PARISH ADMINISTRATOR		
PERSONAL DETAILS		
Title:	Surname:	
Forename:	Middle names:	
Contact address:	Tel no. (home):	
	Tel no. (mobile):	
Postcode:	Email:	
Are you eligible to work in the UK?		<b>YES / NO</b>
If YES, please give details		
<i>Please note that you will be required to produce evidence of your eligibility if selected for interview</i>		
If you have a disability and require assistance if selected for interview, please give details.		
How did you hear about this vacancy?		
EDUCATION AND QUALIFICATIONS		
University / College attended	Dates	Courses / results
Schools attended from age 11	Dates	Examinations / results

**EMPLOYMENT HISTORY / PROFESSIONAL EXPERIENCE**

Please give full details of your employment history, starting with your current / most recent position and working back in order. In each case please give the dates of your employment, brief details of your principal duties and responsibilities, reason for leaving, and final salary. Please continue on a separate sheet if necessary (ensuring that the sheet is clearly marked with your name).

**REASONS FOR THIS APPLICATION**

Please outline your reasons for applying for this post and how you meet the qualities required.

**OTHER INFORMATION**

Please give details of any other qualifications, skills or experience you feel are relevant to your application.

**AVAILABILITY**

Will you be available to take up the post in August 2018 (or sooner), if appointed?

**YES / NO**

If not, when will you be available?

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions?

**YES / NO**

*Before appointment you will be required to disclose any conviction, caution or binding over, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure and Barring Service Check at enhanced level will be required if, following interview, it is considered that you are the most suitable applicant for the post.*

**Referee 1**

Name:

Position:

Address:

Tel:

Mobile:

Fax:

Email:

In what capacity do you know this referee?

## Referee 2

Name:	
Position:	
Address:	
Tel:	
Mobile:	
Fax:	
E-mail:	
In what capacity do you know this referee?	

### DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any false statement, or withholding of relevant information, may result in the withdrawal of a job offer or termination of employment.

**Signature:**

**Date:**

*(print name if sending by email)*

***In accordance with the Data Protection Act 2018, this form will be used in the recruitment process and may be disclosed to all those who need to see it. It will also form the basis of your confidential Personnel record if you are selected. If you are unsuccessful this form will be destroyed after six months. Your signature on this form indicates your agreement to your data being processed in accordance with the Act.***

### APPLICATION PROCEDURE

Please send your completed Application Form to either [vicar@stjohnsboxmoor.org.uk](mailto:vicar@stjohnsboxmoor.org.uk) or  
The Reverend Michael Macey, Boxmoor Vicarage, 10 Charles Street, Hemel Hempstead, HP1 1JH.  
Closing date for applications: **Thursday 28<sup>th</sup> June 2018 at 12 noon**  
Interviews for shortlisted candidates: **Monday 9<sup>th</sup> July.**