Logo, company name

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The Parish Rooms

Church Street

Chipping Norton  
Oxon  
OX7 5NT

01608 646 202  
stmaryscnorton.com

# Application Form

## Introduction

Thank you for taking the time to fill out our application form. We really appreciate your desire to join the team and we hope you have found out enough about the position and our organisations. If you feel you’d like to know more before proceeding with the application, please do get in touch.

**Position:** Please indicate which position/s you would like to apply for:

Finance Administrator for St. Mary’s Church (14 hours)

Assistant Treasurer for The Branch (8 hours)

Both roles

**Contract types:** Part-time, Permanent

Please compete the following in clear typed font.

1. Personal Information

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

2. References

Please give the name, address & telephone number of TWO referees, one of whom should be your present or most recent employer if possible. We will not accept references from friends or family.

|  |  |
| --- | --- |
| **Reference 1: Current/Most Recent Employer** | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

|  |  |
| --- | --- |
| **Reference 2:** | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Organisation |  |
| Address |  |
| Telephone |  |
| Mobile |  |
| Email |  |

**Please send your completed application form to:**

[**yvonne.champion@stmaryscnorton.com**](mailto:yvonne.champion@stmaryscnorton.com)

*The deadline for applications is noon on 24th September 2021*

3. Education and Training

Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School**  **College**  **University** | **Date from** | **Date to** | **Qualification** | **Grade(s) Awarded** |
|  |  |  |  |  |
|  |  |  |  |  |

Vocational, professional, or other relevant training and qualifications

|  |  |  |
| --- | --- | --- |
| **Training** | **Date Attended** | **Qualification** |
|  |  |  |

4. Employment and Volunteering Record

Employment

Please list the jobs you have held, in date order, ending with your present or most recent employment or occupation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position(s) held** | **Date From** | **Date to** | **Name and Address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Volunteering and other roles

Please list any volunteering or caring roles you have held below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Position(s) held** | **Date From** | **Date to** | **Name and Address** |
|  |  |  |  |  |
|  |  |  |  |  |

5. The Post

|  |
| --- |
| Please explain why you are applying for this post and how your skills, qualifications and experience meet the requirements listed on the role description. You can use examples from paid or voluntary work, or from other roles you may have had, such as caring roles. (maximum 500 words): |
|  |

6. Disability

|  |
| --- |
| Do you have any access needs related to the application and interview process? If so, please state below: |
|  |

7. Criminal Offences

Do you have any criminal convictions or are there reasons why you may not be considered to be appropriate to work with children or vulnerable adults?

(The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying. A DBS check and two references will be carried out prior to your start date.)

Yes/No

|  |
| --- |
| If yes, please give details of date(s), offence(s) and sentence(s) passed: |
|  |

8. Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give The PCC of St. Mary’s Church, Chipping Norton/ The Branch Trust, Chipping Norton (CIO) the right to terminate any employment offered. I understand that any offer of employment is subject to Chipping Norton PCC/ The Branch Trust being satisfied with the result of a series of relevant checks including references and DBS checks.

Signature: Date: