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| **Application Form** | | diocese of east anglia logo 2015 | | | |
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| **Post Applied For** | | | | |
| **Job Title Director of Finance and Resources** | | | **Reference** | |

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| **Personal Details** | | | | |
| **Name:** | **Title:** | **First**  **Names:** | | **Surname:** |
| **Home**  **Address:** |  | | | |
|  | **Postcode:** | | | |
| **Email**  **Address:** |  | | | |
| **Phone**  **Numbers:** | **Home:** | | **Mobile:** | |

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| **Right To Work** | |
| **National Insurance No.** |  |
| **Are you eligible to work in the UK?** |  |
| **Do you need a work permit or sponsorship to work in the UK?** |  |
| **If you currently hold a work permit or visa, please give details (include type and expiry date)** |  |

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| **Driving Licence / Transport** | | | | | | |
| **Do you hold a driving licence?** | | | |  | | |
| **Please state which categories you are entitled to drive** | | | |  | | |
| **Do you have access to a car that you can use for work?** | | | |  | | |
| **Education / Qualifications** | | | | | | |
| **Dates** | | **School, College or University** | **Subjects** | | **Type of**  **Qualification e.g. (GCSE, Diploma, BSc)** | **Grades Achieved** |
| **From** | **To** |
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| **Membership of Professional or Regulatory Bodies** | | | | |
| **Dates** | | **Professional Body** | **Membership Level** | **Current or Lapsed** |
| **From** | **To** |
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| **Training or Continuing Professional Development** | | | | |
| **Dates** | | **Course Title** | **Course Provider** | **Summary of Content** |
| **From** | **To** |
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| **Employment History** | | | | | |
| **Your current or most recent employment** | | | | | |
| **Dates** | | | **Employer Name** | **Employer Address** | |
| **From**  **(dd/mm/yy)** | | **To**  **(dd/mm/yy)** |
|  |  | |  |  | |
| **Job title** | | | | **Grade** | **Salary** |
|  | | | |  |  |
| **Brief description of your duties and responsibilities** | | |  | | |
| **Reason for Leaving (if applicable)** | | |  | | |
| **Notice Period (if applicable)** | | |  | | |

**Other Work** Please give details of all your previous employment (including voluntary work) beginning with the most recent. Continue on a separate sheet if necessary

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| **Dates** | | **Employer** | **Job title** | **Main Duties** | **Reason for Leaving** |
| **From**  **(mm/yy)** | **To**  **(mm/yy)** |
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| **Your Interests – Please tell us about how you like to spend your free time** |
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| **Referees** | | |
|  | Reference 1 | Reference 2 |
| Name |  |  |
| Job Title |  |  |
| Address |  |  |
| Email |  |  |
| Phone no: |  |  |
| How do you know this person? |  |  |

| **Criminal Convictions** | |  | |
| --- | --- | --- | --- |
| Due to the sensitive nature of this role, you are required to disclose details of any criminal record as the role is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions, reprimands and final warnings on your criminal record must be disclosed. This means that spent offences must also be disclosed.  **Please Note: the successful applicant will be required to undergo a standard DBS check.** | | | |
| **Declaration** | **Do you have, or have you ever had, any convictions for criminal offences, including any conditional discharges, bindovers or cautions in the UK or any other country?** | **Yes € \*** | **No €** |
|  | **\* If yes, please give full details here:** | | |

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| **Statement in Support of Your Application** |
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| Personal Declaration | | | |
| The information in this application form is true and complete. I agree that any deliberate omission or misrepresentation will be grounds for refusing this application or subsequent dismissal if employed. | | | |
| Signed |  | Date |  |