

The Parish of Nottingham St Peter & All Saints

St. Peter's Centre, St. Peter's Square, Nottingham NG1 2NW

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www.nottinghamchurches.org

DIOCESE OF SOUTHWELL AND NOTTINGHAM

Application form: Parish Manager

As this form will be photocopied, please type (the boxes will expand if necessary) or write in black ink or ballpoint pen.

1. Personal Information

Surname	Forenames
Title Mr/Mrs/Miss/Ms/Other	
Address	
Post Code	
Telephone Number	Home/mobile
	Email address
Please estimate the number of days that you have needed to take off work for reasons of sickness absence in the last twelve months: day / s	Please also state if there is anything we may need to know about any illness you have suffered that may affect your ability to do the job for which you are applying: (You should note that a successful applicant may be required to undergo a medical examination).

2. Educational/Professional/Vocational Qualifications

Schools	From	To	Examinations Passed
University or College			

Other courses attended	Date	Qualification
Any other qualifications gained	Date	Awarding body

3. Present and Previous Employments / Appointments

Most recent position first

<u>Name and address of present / former employers(s), type of business and size</u>	<u>Positions held and dates</u>	<u>Salary</u>	<u>Résumé of duties and responsibilities and reason for leaving</u>
			Please do not complete this box in relation to your present employment. Additional information about this is requested in section 4 below.

4. Summary of Duties and Responsibilities of present or most recent Employment / Appointment

[Empty box for providing a summary of duties and responsibilities]

5 What period of notice would you be required to give to your present employer?

6 When would you be able to take up this post?

7. **Describe your reasons for applying for this post, and the skills you possess which would enable you to meet its requirements**

8. References

Please give the names and addresses (including email and mobile phone if appropriate) of three people to whom we may apply for references. One reference should be from your present employer where possible, and the other references from people who can comment on your character, integrity and competence.

Employer reference: Approach employer now? Yes / No

Name
Address
Email address and mobile phone
Occupation

Second Reference

Name
Address
Email address and mobile phone
Occupation

Third Reference

Name
Address
Email address and mobile phone
Occupation

If you wish you may contact the Rector, Rev Christopher Harrison, for an informal conversation about this post: christopher.d.harrison@btinternet.com or 07973 754165. Please email your completed application form to admin@nottinghamchurches.org ; the closing date for applications is **Monday 10th December at 12.00 noon**

The information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief.

Signed: Date: