

**HOLY TRINITY CHURCH, RICHMOND**

**ADMINISTRATOR**

**JANUARY 2020**

**APPLICATION FORM**

*This application form should accompany your CV, which should include full details of work experience, educational history and all qualifications*

**Please return a copy of this application form to Liz Morris**

**by e-mail** (liz.morris@htrichmond.org.uk)

**or post** (Holy Trinity Church Centre, Sheen Park, Richmond, TW9 1UP)

**by noon on Friday 31 January 2020**

|  |  |
| --- | --- |
| First Name and Surname |  |
| Address |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Email Address |  |
| Current Employer  |  |
| Employer’s Address |  |
| Notice period required |  |

Please give the names, addresses and telephone numbers of two people who know you well and who would be able to give a personal reference, and their role or the relationship they have to you

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| --- | --- |
| First Person - Name |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Role/Relationship |  |
| Second Person - Name |  |
| Address |  |
| Telephone number |  |
| E-mail address |  |
| Role/Relationship |  |

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| --- | --- |
| Are you applying for the role on a full time or job share basis? |  |
| If a job share, what is the minimum number of hours a week you would be prepared to work? |  |
| If a job share, what is the maximum number of hours a week you would be prepared to work? |  |

|  |  |
| --- | --- |
| Are there any legal restrictions to you working in the UK (Yes/No)? |  |
| If yes, please give details |
| Do you hold an enhanced DBS Disclosure (Yes/No)? |  |
| If yes, please give DBS Number |  |
| If yes, please give Date of Disclosure |  |

When could you start working with us if we offered you the post?

1. How long have you attended your church?

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2. In what ways are you involved in your church?

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3. Please tell us something about your faith story and how you believe the Christian Gospel can change peoples' lives today

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4. How are you seeking to live out your faith at home, at work and through your church community?

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5. In what ways do you think you fulfil the requirements of the job description? (please make reference to your relevant skills and any professional experience)

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6. In thinking about taking on this role, how would you expect to contribute specifically to our church’s vision?

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7. Please list all professional, vocational and other training courses you have undertaken, that you feel are relevant to this role

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**I confirm that all the information submitted in my application is, to the best of my knowledge, correct and complete**

Signed

Print Name Date