**HOLY TRINITY CHURCH, RICHMOND  
Encounter Jesus – Build Community – Seek Transformation**

**OFFICE ADMINISTRATOR**

**June/July 2025**

**APPLICATION FORM  
CONFIDENTIAL**

**Please return a copy of this application form to Keith Nurse  
by e-mail** ([keith.nurse@htrichmond.org.uk](mailto:keith.nurse@htrichmond.org.uk))  
**or by post** (Holy Trinity Church Centre, Sheen Park, Richmond, TW9 1UP)by **noon** on **Thursday 10th July 2025**

**YOUR DETAILS**

|  |  |
| --- | --- |
| First name and surname |  |
| Address\* |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Email address |  |

\* Please note that as an organisation we are unable to support overseas applications at this time, as we do not hold the necessary sponsor licence.

**EMPLOYMENT**

|  |  |
| --- | --- |
| Current employer |  |
| Job title |  |
| Date started |  |
| Employer’s address |  |
| Brief description of duties and responsibilities |  |
| Notice period required |  |

**Previous Employment**

Please give details of your previous employment, most recent first, including job title, employer, start and finish dates of employment and reason for leaving. Please explain any gaps in employment as necessary.

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**EDUCATION AND QUALIFICATIONS**

Please give details of any qualifications obtained, most recent first, including dates, grades and school/college/university attended.

|  |  |  |
| --- | --- | --- |
| From | To | College, course, qualification |
|  |  |  |

Please list any professional or other training courses you have taken which you feel are relevant to this role.

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**SUPPORTING STATEMENT**

Please tell us what made you apply for this role, how you meet the job requirements, why you might be the right candidate and what excites you about taking on this position.

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What is the name of the church you currently attend and how long have you attended?

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In what ways are you involved in your church?

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Please tell us something about your faith journey and how this is worked out in your life today.

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**REFERENCES**

Please give the names, addresses and telephone numbers of two people who know you well, one of whom is your current (or most recent) employer and one who would be able to give a personal reference, and their role or the relationship they have to you.

**First Referee**

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

**Second Referee**

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

**ADDITIONAL DETAILS**

|  |  |
| --- | --- |
| How did you hear about this job? |  |
| When could you start working with us if we offered you the post? |  |

**DECLARATIONS**

|  |  |
| --- | --- |
| 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 |  |

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

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

Signed

Print name Date