DIOCESE OF WINCHESTER APPLICATION FORM PART 1

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| **POST:** Church Building Support Officer | |
| **SURNAME (Capitals):** | **OTHERS NAMES IN FULL:** |
| **ADDRESS:**  **Postcode:**  **Email:** | **TELEPHONE:**  **Work:**  **Home:**  **Mobile:** |

**Please apply electronically to** [recruitment@winchester.anglican.org](mailto:recruitment@winchester.anglican.org). You need to send Part 1 and 2 of the Application Form as separate forms. If you can’t apply electronically please send your completed application forms to **Human Resources**, Diocesan Offices, Old Alresford Place, Old Alresford, Hampshire, SO24 9DH. **Applications must arrive no later than 12 noon on Wednesday 3 July 2024.**

**This information will be kept in accordance with the Privacy Notice on our website.**

### EDUCATIONAL AND TRAINING DETAILS

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| --- | --- | --- | --- |
| **Secondary Schools attended** | **From** | **To** | **Details of subjects and examination results** |
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| **College and/or University** | **From** | **To** | **Details of subjects and examination results** |
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| **Membership of Professional bodies** |
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### EMPLOYMENT DETAILS

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| Present/latest employer: | **Type of business:** |
| **Address:** | **Starting date:** |
| **Leaving date:** |
| **Starting pay: £** | **Current/finishing pay: £** |
| **What period of notice would you be required to give:** | |
| **Job Title:** | |
| **Duties / Responsibilities:** | |

### PREVIOUS APPOINTMENTS

Please state what you have done in the course of your career in reverse chronological order.

Please include details of all your previous appointments by adding more blocks.

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| Employer: | **Type of business:** |
| **Address:** | **Starting date:** |
| **Leaving date:** |
| **Starting pay: £** | **Finishing pay: £** |
| **Job Title:** | |
| **Duties / Responsibilities:** | |

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| --- | --- |
| Employer: | **Type of business:** |
| **Address:** | **Starting date:** |
| **Leaving date:** |
| **Starting pay: £** | **Finishing pay: £** |
| **Job Title:** | |
| **Duties / Responsibilities:** | |

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| --- | --- |
| Employer: | **Type of business:** |
| **Address:** | **Starting date:** |
| **Leaving date:** |
| **Starting pay: £** | **Finishing pay: £** |
| **Job Title:** | |
| **Duties / Responsibilities:** | |

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| --- | --- |
| Employer: | **Type of business:** |
| **Address:** | **Starting date:** |
| **Leaving date:** |
| **Starting pay: £** | **Finishing pay: £** |
| **Job Title:** | |
| **Duties / Responsibilities:** | |

### INFORMATION IN SUPPORT OF YOUR APPLICATION

Describe your present appointment in terms of its responsibilities and relationships

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Give reasons why you think you would be suitable for this post

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Leisure, interests, hobbies, etc.

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Public duties undertaken (JP, local councillor, etc.)

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Please give details of community/voluntary work (including any offices held in the Church)

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### REHABILITATION OF OFFENDERS ACT 1974

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| You must declare any criminal convictions, cautions or bind overs against you even if they are regarded as ‘spent’ under the above Act. This is because this post is exempt from the provisions of the Act. |
| (If appropriate, please state ‘NO CONVICTIONS TO DECLARE’) |

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| **Do you have your own transport? YES / NO** |
| **Where did you see this post advertised?**  (If online please specify which job board)  CV Library o  Charity Jobs o  Diocesan Website o  LinkedIn o  Other o Please specify……………………………………………………………………………………………………………….. |

### RIGHT TO WORK CHECKS

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| We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or our organisation being able to carry out a check on the Home Office online [right to work checking service](https://www.gov.uk/employee-immigration-employment-status) confirming their right to do the work in question. To enable us to conduct an online check, the candidate must have shared their right to work details using the Home Office [prove your right to work to an employer](https://www.gov.uk/prove-right-to-work) online service.  The requirement to provide evidence of the right to work in the UK applies to all new recruits, regardless of their race, nationality or ethnic or national origins. |
| **Do you have the Right to Work in the UK? YES / NO**  **Please include any relevant details:** |

### DECLARATION

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| I declare that the information given on this form is true and complete to the best of my knowledge and belief. I understand that if I am subsequently appointed, any of the following will render me liable to disciplinary action which may include dismissal: (i) any false statement, (ii) failure to disclose any criminal convictions where required to do so, (iii) failure to disclose relationship to, or canvassing of, a person holding a position of authority in the Organisation.  **Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |