DIOCESE OF WINCHESTER APPLICATION FORM PART 1

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| **POST: ASSISTANT DIOCESAN SECRETARY (OPS & GOV)** |

**Please apply electronically by uploading your 2 forms on the Diocesan website or via email 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 Office, Old Alresford Place, Old Alresford, SO24 9DH. **Postal applications must arrive no later than 12 noon on Tuesday 3 June 2025.**

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

### 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:** | |

### EDUCATIONAL AND TRAINING DETAILS

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| **Secondary Education:** | **Qualifications/Grades:** |
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| **Further/Higher Education:** | **Qualifications/Grades:** |
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| **Other relevant training, professional qualifications or work-related skills (for example languages, shorthand, etc):** |
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| **Are you undertaking any course of study at present? (if so, please give details)** |
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### INFORMATION IN SUPPORT OF YOUR APPLICATION

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| **Please give any details you feel are relevant in support of your application, including why you are interested in this post. Use additional sheets if necessary.** |
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| **Please provide information on how you like to spend your spare time, leisure, interests, hobbies, etc.** |
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| **Please give details of community/voluntary work (including any offices held in the Church)** |
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### DRIVING LICENCE

Do you have any of the following?

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| **A current driving licence:**  Yes/No | **Use of own transport:**  Yes/No |

**ADVERTISEMENT**

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| **Where did you see this post advertised?**  (If online please specify which job board)  The Voice o  Charity Jobs o  Indeed o  Diocesan Website o  LinkedIn o  Word of mouth o  Other o Please specify……………………………………………………………………………………………………………….. |

### 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |