**APPLICATION FOR THE POST OF**

Church Administrator

**Instructions:**

• Please complete this form electronically, (paper copies are acceptable).

• Please complete all sections. Use additional sheets if necessary. You are welcome to include a CV.

• Please do not leave chronological gaps without explanation

• All information will be treated confidentially and in accordance with GDPR guidelines.

• Please return this form to Drew Waller, [drew@jerseybaptistchurch.org](mailto:drew@jerseybaptistchurch.org) or via the Jersey Baptist Church office.

**Personal Details**

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| Surname: |
| First Name(s): |
| Address: |
| Telephone No: |
| Mobile No: |
| Email address: |

**Please give details of any unspent convictions or cautions**

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**Please tell us about sickness leave over the last 3 years, with dates and numbers of days.**

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**Employment history:** *please include name of employer, post held, length of service, specific achievements, salary and reason for leaving. Please start with your present employment:*

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**Education: please include qualifications and dates (post primary):**

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**Vocational courses taken and qualifications gained:**

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**Hobbies, interests or organisations that you belong to, etc:**

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**Personal Statement** *In support of your application, please explain why you consider yourself suited to this position outlining what you would contribute to the post if appointed, by reference to the job description and/or person specification. (You may continue on separate sheets)*

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**References:** *please include your current or most recent employer. These should not be close personal friends or relatives. We will only approach referees if you are shortlisted, and with your prior consent*

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| **Referee 1** |
| Name: |
| Address: |
| Email: |
| Telephone: |
| Relationship: |
| Period known: |

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| **Referee 2** |
| Name: |
| Address: |
| Email: |
| Telephone: |
| Relationship: |
| Period known: |

**Declaration** I declare that all the information I have provided with this application is true to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to disciplinary action which may result in dismissal on the grounds of dishonesty.

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| **Signature:** |
| **Date:** |