**APPLICATION FOR THE POST OF ADMINISTRATOR**

**FOR CHURCHES TOGETHER IN CUMBRIA**

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| **Surname** | **Title** | **Other names in full** |

|  |  |
| --- | --- |
| **Address**  **Postcode** | **Telephone number(s)**    **E-mail address** |

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| **State of Health**  Are you aware of any condition that might affect how you carry out the duties of the post?  Will you need any special arrangements to be made to assist you at the interview or to carry out this post?    Do you suffer from recurring ailments? If yes, please supply details.  How many days off sick have you had in the past year? |

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| Are you free to remain and take up employment in the UK with no current immigration restrictions?  Do you have any criminal charges or summonses pending against you?  Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? If yes, please supply details. |

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| **Where did you see this post advertised?** |

**EMPLOYMENT HISTORY over last 10 years (unless you consider earlier employment to be particularly relevant to this application)**

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| --- | --- | --- | --- |
| **Dates**  **from/to** | **Position held** | **Brief description of responsibilities** | **Name of employer** |
|  |  |  |  |

**EDUCATION AND TRAINING**

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| **Please list details of any education and training which you consider to be relevant to this application.** |
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**SKILLS AND EXPERIENCE**

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| **Please look at the job description and the person specification and give details of your relevant skills and experience.** |
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| **Why are you applying for this job?** |
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**REFERENCES**

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| **Please give the names of two people, including your present employer (if any), from who references can be sought. (Please obtain their permission.) These should not be someone to whom you are related.**  1 Name:  Address: Tel:  Occupation/Relationship: E-mail:  May we approach this referee for a reference now?  2 Name:  Address: Tel:  Occupation/Relationship: E-mail:  May we approach this referee for a reference now? |

**I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate. I agree to the information being processed in accordance with the Data Protection Act.**

**Signed Date**

Please return your completed application by e-mail to arrive no later than 2 January 2018 to [**dardesk@aol.com**](mailto:dardesk@aol.com) with the subject line ‘Administrator application’.

All applications will be acknowledged within five working days. Late applications cannot be considered.

Interviews for the post will be held in Penrith on Friday 12 January.