

# APPLICATION FORM

**Post applied for: Choral/Organ\* Scholarship** *(\*delete as applicable)*

### Information supplied will be treated in in the strictest confidence

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| **PERSONAL DETAILS** | | | | | | |
| Last name | |  | | | **Title** *(optional)* |  |
| First name | |  | | Known as |  | |
| Current address | | |  | | | |
| Town/City | | |  | Postcode |  | |
| Email |  | | | Telephone |  | |
| Voice Part | |  | | | | |
|  | | | | | | |
| **Are you involved in any activity which might limit your ability to work or your working hours e.g. local government, volunteering** | | | | | Choose an item. | |
| **If yes please give details** | | | | |  | |
| **Have you any convictions (other than spent convictions under the rehabilitation of Offenders Act 1974** | | | | | Choose an item. | |
| **If YES, please give full details**  **NB This post will be subject to enhanced Disclosure and Barring Services check** | | | | |  | |
| **Do you need a work permit to take up employment in the UK** | | | | | Choose an item. | |

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| **EDUCATION** (Including Diplomas, Degrees, Qualifications, etc.) | | | |
| Schools attended since Age 11 | From | To | Examinations & Results |
|  |  |  |  |
| College or University | From | To | Courses & results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
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| **Membership of technical or professional bodies** | | | |
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| EMPLOYMENT DETAILS | | | | | | | |
| **Are you currently employed?** Choose an item. | | | | | | | |
| IF SO PLEASE STATE YOUR Present or last employer | | | | | | | |
| **Name** |  | | | | | | |
| **Address** |  | | | | | | |
| **City/Town** |  | | | **Postcode** | | |  |
| **Web** |  | | | | | | |
| **Email** |  | | | **Telephone** | | |  |
| **Nature of Business:** *Job Title and brief description of your duties* | |  | | | | | |
| **Dates employed** | | **From** |  | | **To** |  | |
| **Reason for leaving i***f applicable* | |  | | | | | |

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| **SUPPLEMENTARY INFORMATION**  Please use this space to give details of how, in the light of both the job description and person specification, you meet the particular requirements of the role. Please refer to particular achievements in your career to date or personal life. |
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| **DATA PROTECTION** |
| In accordance with the Cathedral’s Data Protection Policy the information that you provide on this form, and that obtained from other relevant sources, will be securely stored and used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. In addition, we may use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected against other information held by us or with third parties. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  Application forms and any other information obtained of unsuccessful candidates will be destroyed after 6 months. |

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| Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees [and office holders] of the national church [diocese]) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP. Please confirm that you are able to comply with this.  Choose an item. |

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| **DECLARATION** | |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. | |
| **Signed:** | **Date:** |

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| **REFERENCES** Please give the names of two people whom we may approach for a reference (one of these should be your present or most recent employer). | | | | |
| Can we approach your current employer before an offer of employment is made?  Choose an item. | | | | |
| **Ref 1** | | | | |
| **Name** |  | | | |
| **Company or organisation** | |  | | |
| **Position** |  | | | |
| **Address** |  | | | |
| **Email** |  | | **Telephone** |  |
|  | | | | |
| **Ref 2** | | | | |
| **Name** |  | | | |
| **Company or organisation** | |  | | |
| **Position** |  | | | |
| **Address** |  | | | |
| **Email** |  | | **Telephone** |  |
|  | | | | |
| **Please complete and return this form with a copy of your CV to:**  Vacancies@portsmouthcathedral.org.uk | | | | |