**Newcastle Diocesan Board of Finance Application Form**(Please use additional pages where appropriate)

|  |
| --- |
| **Post:**  Communications Officer |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: (CAPITALS) | | | Title: | | Other names in full: | | | | |
| Permanent address:  Email address: | | | | | Home telephone no:  Office telephone no:  Mobile telephone no: | | | | |
| **Education & Professional Qualifications** (Include in this section all the relevant qualifications, examination results and any relevant professional registrations or memberships) | | | | | | | From: | | To: |
| **Present and Previous Employment**  Please provide details of your employment history beginning with your most recent or current role | | | | | | | | | |
| Dates | | Name and address of | | Position held | | Brief description | | Reasons for | |
| From | To | Employer | |  | | of responsibilities | | leaving | |
|  | |  | |  | |  | |  | |

|  |  |  |
| --- | --- | --- |
| Current Salary per annum £ | | |
| Describe your present appointment in terms of its responsibilities and relationships: | | |
| Leisure interests, hobbies etc.: | | |
| Any other information which you wish to give: | | |
| **References may be taken up before interview in the strictest confidence for short-listed candidates unless you indicate otherwise below.** Please give the name, full address and email address of your current Manager, from whom references can be requested. | | |
| **Reference 1:**  Your connection or relationship with this person:  Name:  Address:  Email: | **Reference 2:**  Your connection or relationship with this person:  Name:  Address:  Email: | |
| Present Employer:  Name:  Address:  Email address: | | |
| If appointed, when would you be available to take up the post?  Where did you see this vacancy advertised? If you saw the advert on the internet, please specify which website. | | |
| 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 of the 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: Yes/No | | |
| **Eligibility to work in the UK:**  Are you a British subject or a national of any EU country?  If not, do you have the right to work in the UK and a current work permit?  If so, please state the expiry date of your right to work in the UK and/or your work permit: | | |
| Your personal data will be collected and processed in line with our Job Applicant Privacy Notice, a copy of which is available on our website.  To the best of my knowledge and belief, the information supplied by me on this form is correct. | | |
| Signed: | | Date: |
| Please return the completed application form to:  **NAME:** Ruth O’Hagan  **JOB TITLE:** Administration Lead  **ADDRESS:** Church House, St John’s Terrace, North Shields NE29 6HS  **EMAIL:**  recruitment@newcastle.anglican.org | |  |