**Application form**

**Parishes of Ryton and Winlaton   
and   
Area Dean of Gateshead West and Parish of Greenside**

**Part time Personal Administrator**

**SECTION ONE   
Personal information**

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| --- | --- |
| Post applied for: | Parishes of Ryton and Winlaton  and  Area Dean of Gateshead West and Parish of Greenside  Part time Personal Administrator |
| Title: |  |
| Names in full: |  |
| Previous Names: |  |
| Address and Postcode: |  |
| Telephone Landline:  Mobile: |  |
| Email: |  |
| Are you free to remain and take up employment in the UK with no current immigration restrictions?  Please list any restrictions, including working hours, VISA expiry date. |  |
| Have you ever lived or worked outside the UK? If so, please provide details including: country, dates, addresses, employment/employer details. |  |
| Do you have a disability or any special requirements that we need to be aware of during the recruitment and selection process?  If yes, please provide details, including what adjustments you might require as part of the recruitment and selection process. |  |

**SECTION TWO**

**Employment history**

***Please note that you may wish to attach a current CV in place of completing Sections 2 and 3.***

Please list current and all and previous appointments in reverse chronological order and continue on a separate sheet if necessary.

Please note any other employment you would continue with if you were offered this position.

How much notice is required in your current post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From/To (month, year)** | **Name and address of employer** | **Job title and brief description of duties** | **Salary at leaving** | **Reason for leaving** |
| ***Please ensure dates are included for all employment*** | | | | |
| **Current** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Please let us know if you plan to continue with any other employment or volunteering should you be successful in your application for this role. Please list the name and address of the organisation and details of the work or activity you will be undertaking.** | | | | |
| **Please explain any gaps in employment history (including dates and reasons):** | | | | |

**SECTION THREE**

**Education and qualifications**

Professional/practical qualifications obtained (e.g. teaching, social work, accountancy, CIOB, Human Resources). Membership of professional bodies etc.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Further Education (college or university). Please give details of qualifications and grades obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Name of University/College and details of qualifications and grades** |
|  |  |  |
|  |  |  |
|  |  |  |

Principal Secondary Schools

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **School name, and details of qualifications gained and grades** |
|  |  |  |
|  |  |  |

**SECTION FOUR**

**Reasons for applying for this post**

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| Please detail here your reasons for applying for this post. |

**SECTION FIVE**

**Supporting Statement**

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| Please detail why you believe you are suitable for the vacancy.   * You should include experience obtained in your current and past roles that would be relevant to this post and the particular skills you would bring if appointed. * Your answer should seek to address the points in the person specification. * Continue on a separate sheet(s) if necessary. |

**SECTION SIX**

**Interests, Recreations and Voluntary Work**

Please give details of your main interests outside your employment and any positions held

**SECTION SEVEN**

**Criminal record**

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| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory disclosure from the Disclosure & Barring Service. For legal and accounting professions, you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. |

**SECTION EIGHT  
References**

|  |  |  |
| --- | --- | --- |
| Please provide two referees: -   * Referee details should be related to the information you have provided in your application. * One reference should be from your current or most recent employer. * The further reference should be a professional contact, for example from your education provider, church, or voluntary work contact. * Referees must be over 18 and not family members or relatives. * Please obtain their permission. * If you have any questions about this section of the form, including about giving details of appropriate referees, please email [greensidevicar@firstsolo.net](mailto:greensidevicar@firstsolo.net). * References should cover at least the last two years of your most recent employment. * [National Church of England Safer Recruitment Practice](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance)   *We reserve the right to ask for further information about referees, including asking you to provide details of an additional referee.* *If you are applying for a post which requires unsupervised access to children/vulnerable adults, we reserve the right to approach any**past employer for a reference.* | | |
|  | Referee One | Referee Two |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address and postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |
| May we approach your referee prior to interview? | Yes/No | Yes/No |

**SECTION NINE  
Declaration**

***Please read this carefully before signing this application***

I confirm that to the best of my knowledge and belief, the above information is complete and correct.

Signature: Date:

Name:

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|  |

**Please send your completed Application Form:**

*By post to* **The Revd Canon Tom Brazier, St John’s Vicarage, Greenside, Ryton NE40 4AA**

*or by email to* **greensidevicar@firstsolo.net**

*(The deadline for applications is 23 March 2025 at noon).*