

ST JOHN the BAPTIST, MIDSOMER NORTON

APPLICATION FORM FOR PARISH ADMINISTRATOR

Closing date for Applications: 30th November 2017

Interview Date: 8th December 2017

Please return completed application forms to msnparishoffice@aol.com
or by post

marked 'Private and Confidential' to St John's Parish Office, The Church Hall,
Church Square, Midsomer Norton BA3 2HX

*Please complete this form as fully as you can, and enlarge any text boxes
as necessary. If you have any questions or queries, please do not hesitate
to contact us on*

Post applied for:	Parish Administrator
Where did you see the post advertised?	

PERSONAL DETAILS	
Title	
Surname	
Forename(s)	
Address	
Work tel. no.	
Home tel. no.	
Mobile tel. no.	
E-mail	



CURRENT (OR MOST RECENT) EMPLOYMENT	
Post	
Employer	
Date from/to	
Summary of responsibilities	

PREVIOUS POSTS (Most recent first)				
Employer	Post	From	To	Summary of responsibilities

EDUCATION AND QUALIFICATIONS (Most recent first)			
School/college/university ..	From	To	Qualifications

OTHER RELEVANT EXPERIENCE	
Training and personal development in office work and management	
Knowledge of computer systems, databases, Publisher, PowerPoint, print design, web design etc.	
Personal Interests	
<p>A key quality in the person specification is 'someone in sympathy with the vision and ethos of St John the Baptist Church'. If successful please describe how you would seek to fulfil your role within this criteria.</p> <p><i>(please note this post does not have a Genuine Occupational Requirement (GOR) for the post-holder to be a Christian and we will consider all applications equally)</i></p>	

STATEMENT IN SUPPORT OF YOUR APPLICATION

Please indicate clearly how your skills and experience meet the requirements of the post as set out in the Job Description. You are advised to consider carefully where your skills would contribute to the successful undertaking of the different **key tasks** within this role, and evidence of where your experience would satisfy the essential and desirable criteria of the **person specification**.

(Continue on a separate sheet if necessary)

ADDITIONAL QUESTIONS	
If successful, what is the earliest date that you could start the job?	
Do you have any special need or disability which might affect your ability to carry out the tasks required by the post, and for which we may make arrangements should you be called for interview?	

REFEREES

Please provide details of three referees, including your present or most recent employer. If you are a member of a Church you may want to include a reference from your Church leader or equivalent.

1	Name				
	Position				
	Address				
	Tel. no.				
	E-mail				
May we approach before interview			YES		NO

2	Name				
	Position				
	Address				
	Tel. no.				
	E-mail				
May we approach before interview			YES		NO

3	Name				
	Position				
	Address				
	Tel. no.				
	E-mail				
May we approach before interview			YES		NO

SAFEGUARDING and VULNERABLE ADULTS POLICY

This position involves some contact with children, young people and vulnerable adults, and this recruitment is therefore subject to the current vetting and barring procedures in line with diocesan policy and current DBS guidelines and legislation. A copy of the St John the Baptist's Child Protection and Safeguarding Policy can be made available before interview.

Do you have any convictions that are not "spent" within the meaning of the Rehabilitation of Offenders Act 1974?

YES

NO

Because of the nature of the work you are applying for, this post is exempt from the provisions of Section4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (exemptions) Order 1975. This means that you are not entitled to withhold information about convictions which for other purposes are "spent" under provisions of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. Any information will be treated in the strictest of confidence and used solely in relation to this application.

DECLARATION

I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of St John the Baptist Church, Midsomer Norton.

Signature of Applicant

Date

Date received