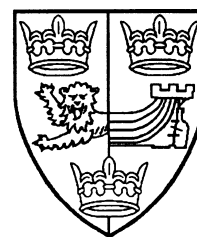


St Edmundsbury Cathedral

Following in the footsteps of Edmund, King and Martyr



Employment Application Form

The following information will be treated in the strictest confidence. All applicants who meet the requirements advertised will be given fair and equal consideration, regardless of race, gender, colour, creed, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability. This form must be completed fully and honestly. If not applicable please write "Not Applicable" in the space provided.

Please attach a covering letter which a) explains what attracts you to this post and b) highlights those aspects of your experience that strengthen your application.

Application Details			
Position applied for			
Date of application			
Where did you see the position advertised?			
Personal Details			
Title			
Forename			
Surname			
Gender			
Nationality			
National Insurance Number			
Home address			
Postcode			
Telephone numbers	Home:		
	Mobile:		
Email address			
If you are not an EU citizen, does any endorsement on your passport restrict your time or employment in the UK? YES/NO (delete as applicable)			
Do you have a disability? YES/NO (delete as applicable)			
If "Yes", please give details			
Education and Qualifications			
From/To	Institution	Award (e.g., GCSE, A level, degree, etc)	Result (e.g., grade, degree class, etc)

Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974? YES/NO (delete as applicable)			
If "Yes", please give details			
Health — any offer of employment will be conditional upon confirmation of your medical suitability for employment. Are you in good health? YES/NO (delete as applicable)			
If "No", please give details			
Number of days sickness absence in the last two years:			
You may be required, as part of your application, to complete a pre-employment medical questionnaire. Are you prepared to undergo a medical examination prior to employment? YES/NO (delete as applicable)			
Are you involved in any activity which might limit your availability to work or which might limit your working hours? (e.g., local government) YES/NO (delete as applicable)			
If "Yes", please give details			
Have you ever worked for St Edmundsbury Cathedral before? YES/NO (delete as applicable)			
If "Yes", please give details			
Are you related to any person(s) employed by St Edmundsbury Cathedral? YES/NO (delete as applicable)			
If "Yes", please give details			
Do you hold an EU passport? YES/NO (delete as applicable)			
Do you require a work permit to take up employment in the UK? YES/NO (delete as applicable)			
Employment Experience starting with most recent			
1. Place of employment			
Present/final salary			
Position held			
Notice period			
Employment dates			
Nature of duties			
Reason for leaving			
2. Place of employment			
Position held			

Employment dates	
Nature of duties	
Reason for leaving	
3. Place of employment	
Position held	
Employment dates	
Nature of duties	
Reason for leaving	

Personal interests and achievements

What attracts you to working at St Edmundsbury Cathedral?

Why do you think you are suited to this vacancy?

When would you be available to start?	
Reference 1 specific to your current or last employment where relevant	
Name	
Position	
Address	
Postcode	
Telephone number	
Email address	
Reference 2	
Name	
Position	
Address	
Postcode	
Telephone number	
Email address	
Declaration	
<p>I authorise St Edmundsbury Cathedral to obtain references to support this application once an offer has been made and accepted. To the best of my knowledge all the information I have given is true. I understand that any false statement may disqualify me from employment or render me liable to dismissal. I give my consent to my personal information being processed in relation to my application for employment. Data Protection Act - the information given to us in this form will only be used in relation to your application for employment. By signing this declaration you are giving us your express consent to retain and process this information under the Data Protection Act 1998.</p>	
Signature	
If sent by email, please place a tick here to verify the information given:	
Date	
On completion, please send this form to The Cathedral Secretary, The Cathedral Office, Angel Hill, Bury St Edmunds, IP33 1LS or cathedral.secretary@stedscathedral.org	
<u>For office use only</u>	
Application form evaluated by:	
Date:	
Comments:	