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| **APPLICATION**  **FORM** | | | | **Please return Application Form to: philippa.dawson@stmagscc.uk**  **PRIVATE & CONFIDENTIAL**  Part Time Food Pantry Coordinator | | | | | |
| Please print responses clearly in black ink. Please note that a CV will be accepted to supplement information required on the application form. Please attach separate sheets if necessary. | | | | | | | | | |
| **Name:**  **Position applied for: Part Time Food Pantry Coordinator**  **Where did you hear of this vacancy?** | | | | | | | | | |
| SECTION 1: PERSONAL DETAILS | | | | | | | | | |
| **Current address:**    **Postcode:** | | | | | | | **Home telephone:**  **Mobile:**  **Email:**  **Date of Birth (if under 18):** | | |
| **SECTION 2**: **EMPLOYMENT HISTORY AND VOLUNTARY WORK** | | | | | | | | | |
| Present or most recent employer’s name and address: | | | | | | | | | |
| **Job Title:** | | | **Current salary:** | | | | | **Date started:**  **Date of leaving:** | |
| **Description of duties:**    **Reason for leaving:**  **If you are still employed how much notice are you required to give?** | | | | | | | | | |
| Employment History: *Starting with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployed, voluntary work, raising a family. You may continue on a separate sheet if necessary*. | | | | | | | | | |
| Dates (month/year) | Employer’s name, address and nature of business | | | | | Job title, responsibilities and reason for leaving | | | |
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| **SECTION 3: SECONDARY, FURTHER AND HIGHER EDUCATION** | | | | | | | | | |
| **Dates** | | **Name of educational establishment** | | | **Subjects studied** | | | | **Qualifications obtained (include grades)** |
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| **SECTION 4: REASONS FOR APPLYING FOR THIS POST** |
| *With reference to the Job Description and Person Specification, please describe, with examples, how your previous experience, knowledge, skills and training make you particularly suited to the job.* |

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| **SECTION 5: ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION** | |
| *Please list your particular hobbies and interests or experiences that may help your application.* | |
| SECTION 6: FURTHER INFORMATION | |
| **If you have a disability are there any arrangements we can make for you if you are called for interview? Please outline your requirements.** | |
| SECTION 7: REHABILITATION OF OFFENDERS ACT 1974 | |
| *Please give details of any unspent criminal convictions: Any unspent criminal convictions will not necessarily exclude you from employment with St. Margaret’s Church, but will be taken into consideration when assessing your suitability for the post.* | |
| **Do you have any unspent criminal convictions?**  **If yes, please give details below or on a separate sheet.** | |
| SECTION 8: ASYLUM AND IMMIGRATION ACT 1996 | |
| **Please provide your National Insurance number:**  **Do you require a work permit to work in the UK?**  **If yes, do you have one and (if relevant) when does it expire?** | |
| SECTION 9: REFERENCES | |
| **Please confirm whether we are able to contact your referees before making an offer of employment: First referee** YES  **/** NO **Second referee** YES / NO | |
| First referee: (present/most recent employer):  **Name:**  **Address:**  **Telephone No:**  **Email address:**  **Position and relationship to you:** | **Second referee:**  **Name**  **Address:**  **Telephone No:**  **Email address:**  **Position and relationship to you:** |

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| **SECTION 10: DECLARATION** |
| **By signing and returning this application form, I consent to St. Margaret’s Church obtaining, keeping, using and producing information relating to my application in line with the requirements of the Data Protection Act 1998. I understand that if I am appointed, this application form will become part of my personal file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 6 months from all relevant filing systems.**  **The information contained within this form will be used to consider whether to offer any position, the terms on which to make such an offer, to answer any reasonable queries about the application, to verify its authenticity and to monitor the recruitment process.**  **I confirm that the information given in this application is, to the best of my knowledge, true and complete. I acknowledge that any false statement or material omission may be sufficient cause for my application being rejected, or if employed, my dismissal.**  **Signed: Date:** |