**Vacancy Application Form**

**Ely Diocesan Board of Finance (EDBF)**

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| --- | --- |
| **Position applied for** | **Pastoral Secretary, Ely Diocesan Board of Finance (Diocese of Ely)** |
| **Please return your completed application form by email to** | [Geoffrey.hunter@elydiocese.org](mailto:Geoffrey.hunter@elydiocese.org). |

**Safer Recruitment in the Diocese of Ely**

The Ely Diocesan Board of Finance (EDBF) is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all employees to undertake safeguarding checks and training relevant to their role and to adhere to the [Church of England’s safeguarding policies and procedures (click here for more)](https://www.churchofengland.org/safeguarding/safeguarding-e-manual).

**PART A: Personal Information**

**Name(s)**

|  |  |
| --- | --- |
| **Family name (block capitals)** |  |
| **Other names in full (block capitals)** |  |
| **Preferred First Name** |  |

**Contact Information (please provide at least one telephone number)**

|  |  |
| --- | --- |
| **Email Address** |  |
| **Telephone (landline)** |  |
| **Telephone (Mobile)** |  |

**Permanent Address**

|  |  |
| --- | --- |
| **Address 1** |  |
| **Address 1** |  |
| **Address 1** |  |
| **City** |  |
| **Postcode** |  |

**Employment Eligibility**

|  |  |
| --- | --- |
| **Are there any restrictions on your continued residence or employment in the UK?**  **If Yes, please give details:** |  |

**Access to a vehicle**

|  |  |
| --- | --- |
| **Do you hold a full UK Driving Licence?**  **(delete as appropriate)** | *Yes / No* |
| **Do you have access to a vehicle you are able to use for business purposes?**  **(delete as appropriate)** | *Yes / No* |
| **OFFICE USE ONLY** | |

**PART B: Education and Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School(s) attended (include school name and town)** | **Start Date** | **End Date** | **Subjects/Grades** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University Attended (include school name and Town)** | **Start Date** | **End Date** | **Subjects/Grades** |
|  |  |  |  |

**PART C.1: Current / Most Recent Employment**

**Describe your key roles and responsibilities.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer**  (name and address) |  | | |
| **Start Date** |  | **End Date** |  |
| **Reason for leaving** |  | | |
| **Current salary** |  | | |
|  | | | |

**PART C.2: Full Employment History**

**Please provide an overview of your employment history in the section below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer (name and address)** | **Start Date** | **End Date** | **Job Title/Summary and Reason for leaving** |
|  |  |  |  |

**Membership of professional organisations (please detail below)**

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**PART D: Information in Support of your Application**

**Please use this section to demonstrate in no more than 250 words how your skills and experience prepare you for this role.**

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**PART E: References**

References may be taken up before interview, in the strictest confidence, for shortlisted candidates unless you indicate otherwise below.

Please complete the section below fully. If not in employment, please supply the name of your most recent employer or an academic referee. Please ensure that all your referees are aware of this application**.**

If you are providing an email address, please obtain your referees’ permission.

**Current / most recent employer**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **May we contact this person ahead of interview?** | *YES / NO* |

Please provide details of a second referee from whom references can be requested. This can be a previous employer, another manager within your current employment who knows your work or an academic reference. No personal referees will be accepted.

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **May we contact this person ahead of interview?** | *YES / NO* |

**PART F: Notice Period**

|  |  |
| --- | --- |
| **What period of notice would you be required to give to your present employer?** |  |

**PART G: Please tell us how you heard about this role**

Letting us know where you heard about or saw this role advertised helps us improve how we advertise new positions (please tick all that apply, or leave blank if you would rather not say).

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| --- | --- |
| **Social Media - Facebook** |  |
| **Social Media - Other** |  |
| **Diocesan website** |  |
| **Pathways (Church of England)** |  |
| **Job Board**  **(please say which one(s))** |  |
| **Word of mouth** |  |
| **Other (please tell us)** |  |

**PART H: Declaration**

I hereby consent to the processing of my personal details as per the [Diocesan Data Privacy Policy](http://www.elydiocese.org/supporting-parishes/data-protection/diocesan-board-finance-data-privacy-notice), in the consideration of this application.

|  |  |
| --- | --- |
| **Print Name** |  |
| **Signed** |  |
| **Date** |  |