**PETERBOROUGH DIOCESAN BOARD OF FINANCE**

# PRIVATE AND CONFIDENTIAL

**APPLICATION FOR EMPLOYMENT**

**Please submit completed applications to** [**Sharon.welbourne@peterborough-diocese.org.uk**](mailto:Sharon.welbourne@peterborough-diocese.org.uk)

**Closing date: Friday 31 October**

**Shortlisting w/c 3 November**

**Interviews: Wednesday 12 November**

**Position applied for:**

## Programme Manager

## Personal Details:

|  |  |
| --- | --- |
| Title: | Last Name: |
| Previous Last Names (if any): | |
| First Name (s): | |
| Full Home Address: | Correspondence Address (if different): |
|  |  |
|  |  |
|  |  |
|  |  |
| Post Code | Post Code |
| Telephone: | |
| Mobile Telephone: | |

Education, Technical and Professional Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of School, College or University | Dates Attended | | Qualifications obtained with grade |
|  |  |  |  |

Further Training and Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Establishment | Dates Attended | | Qualifications obtained with grade |
|  |  |  |  |

**Present employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and type or organisation with full address | Dates employed | | Title of job, main responsibilities and achievements | Reason for leaving |
|  | From | To |  |  |
|  |  |  |  |  |

Current salary: £ Notice required:

Previous Employment (in reverse order, most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and type or organisation with full address | Dates employed | | Title of job, main responsibilities and achievements | Reason for leaving |
|  |  |  |  |  |
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|  |  |  |  |  |

Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if employed by Peterborough DBF?

If ‘Yes’, please specify:

Additional information / Personal statement

Please give additional information in support of your application. It would be helpful if you could summarise why you are interested in this post at this particular time.

Your application should be structured around the ‘essential’ competencies listed on the person specification. For added weight to your application, you may wish to provide evidence against the ‘desired’ competencies listed on the person specification.

We recommend you structure your answers in the situation, task, action, result technique.

**S**ituation. Start by outlining the situation you were in.

**T**ask. Talk about the task. What was required of you?

**A**ction. What did you do? What action/s did you take and why?

**R**esult. Summarise the results of your actions.

[insert here]

Do you have the legal right to work in the UK?

If ‘Yes’, and there are conditions attached, for example start or finish dates, please specify.

If ‘No’, what type of work permit do you require?

Criminal Record

Have you ever been convicted of an offence involving fraud, theft or other dishonesty, or any other offence, which may have a bearing on your employment? If no, please state ‘No’. If yes, please give details. (You should not mention any ‘spent’ conviction from which you are rehabilitated under the provisions of the Rehabilitation of Offenders Act 1974).

Yes / No

Accessibility adjustments

If you have a disability or have any access requirements regarding arrangements for your interview, please advise us below. We are keen to support all candidates to perform their best in the selection process.

Details:

References

Please give the names and addresses of two people, preferably from your two most recent employers and ideally one of them being your current employer, who we can contact for a confidential assessment of your suitability for this job. Please indicate if you would not wish us to approach a referee either in advance of any interview or a job offer being made and accepted.

|  |  |
| --- | --- |
| Name: | Name: |
| Title: | Title: |
| Address: | Address: |
|  |  |
|  |  |
|  |  |
|  |  |
| Email: | Email: |
| Tel No: | Tel No: |
| How they know you: | How they know you: |
| May we contact them before interview? Y/N | May we contact them before interview? Y/N |

Declaration

I certify that the information I have given is true. I understand that if the Board of Finance for the Diocese of Peterborough offer me a job and I have given false or misleading information this may lead to withdrawal of the offer, or dismissal without notice if I have commenced work.

Signed: Date: