The Parish of St Mary, Redbourn

Application for employment

Please complete all sections of the application form. A CV on its own will not be accepted.

Please send your completed application form to: **vicar@stmarysredbourn.org** to arrive **no later than 5pm on Friday 8th January 2027**

Position applied for:	**Parish Administrator**

Personal Details PART A

This section of the form will be detached before shortlisting

Title:		Surname:	
Forenames (in full):			
Home Address:		Daytime Tel:	
		Evening Tel:	
		Mobile Tel:	
Postcode:		National Insurance No:	
Email:			

PART B

Current Employment (or last employment if not currently employed)

Employer Name:
Employer Address:
Job Title:

Brief outline of duties:
Start Date (month/year)
End Date (if applicable)
Contractual notice period:
Current Salary:
Reason you wish to leave this post:

Previous Employment (Please list in chronological order, most recent first)

Employer Name:	Job Title:	Brief description of duties	Employment Dates	Reason for Leaving:

PART C

Education (please add rows or continue on an extra sheet if necessary)

Name of School / College / University	Level:	Subject:	Grade / Result:	Year Obtained:

Training

Please highlight relevant training (including course name, dates and length of course):

Membership of Professional Associations (if applicable)

Organisation Name:	Level of Membership / Role / Reg No (if applicable)

Skills, Abilities, Knowledge & Experience PART D

This section is the most vital part of the form. We need you to give us specific information in support of your application, in order for us to shortlist in a fair and unbiased way.

Please give examples of how you meet the criteria set out in the Person Specification as your basis.

This section of the form will be detached before shortlisting

References PART D

Please give names of two persons to whom reference can be made.
(Please obtain their permission and refer to the guidance notes)

First Referee Name:	Second Referee Name:
Address:	Address:
Position:	Position:
Telephone:	Telephone:
Email Address:	Email Address:
Please confirm whether we can contact this referee prior to interview: Yes No	Please confirm whether we can contact this referee prior to interview: Yes No

Convictions

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.
Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Do you have any convictions, cautions, reprimands, or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013)?

Yes No

YES, please state details:

Right to Work

Are you entitled to work in the UK

Yes No

Clergy, ordinands and such employed lay people as have duties that require them to represent or speak on behalf of the Church (which, for the purposes of this policy, includes all employees of the national church) may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.

Are able to comply with this? **Yes No**

Declaration

I declare that, to the best of my knowledge, the information on this application is true.
I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from the appointment or dismissed without notice.

Signature: ___ Date: __

N.B. If returning this form electronically, a digital signature is acceptable initially. You will be asked to physically sign a paper copy if invited for interview.

General Data Protection Regulations

Under the terms of the General Data Protection Regulations, the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and HR administration/monitoring and no other purpose.

St Mary's, Redbourn

MONITORING SHEET

Please note: This information will be used to enable us to monitor our performance as an equalities employer effectively, and for that purpose only.
This information will be treated in the strictest of confidence and will not be seen at any time by the Selection Panel. This form will be detached from your application.

Application form Reference:

Date Received:

COMMITTED TO EQUALITIES

St Mary's Church, Redbourn is committed to equality of opportunity and as part of this commitment monitor their recruitment and selection process to determine that it is fair to all. Please help us to monitor our equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box where necessary.

Equalities Information

Please mark an X in the appropriate boxes.

I am: Male Female Other

Date of Birth:

Religion/belief

How would you describe your religion/belief?

C	Christian	
B	Buddhist	
H	Hindu	
J	Jewish	
M	Muslim	
S	Sikh	
O	Other	
N	None	
U	Don't know/not sure	
R	Would rather not state	

Sexual orientation

How would you describe your sexual orientation?

H	Heterosexual	
G	Gay/lesbian	
B	Bisexual	
U	Don't know/not sure	
R	Would rather not state	

Ethnicity

How would you describe your ethnic group?

White – British		Asian or Asian British – Indian	
White – Irish		Asian or Asian British – Pakistani	
White – Other		Asian or Asian British – Bangladeshi	
Black or Black British – Caribbean		Asian or Asian British – Chinese	
Black or Black British – African		Asian or Asian British – Other	
Black – Other		Mixed – White and Asian	
Mixed – White and Black Caribbean		Mixed – Other	
Mixed – White and Black African		Other ethnic group, please specify:	

Disability

Do you consider yourself to be a disabled person? Yes No

Please state any specific access requirements and other support you will require to carry out your duties.

Other monitoring

Where did you see this vacancy advertised?

Thank you for your assistance in completing this form.

Date: _____