

# Bedworth Parish



## APPLICATION FORM Office Manager

### PERSONAL DETAILS

<b>Surname (Including Preferred Title)</b>			
<b>Forename(s)</b>		<b>Known As (not nickname)</b>	
<b>Address (Inc. Postcode)</b>			
<b>Home Telephone No:</b>			
<b>Daytime Telephone No:</b>			
<b>Mobile Telephone No:</b>			
<b>E-Mail Address</b>			
<b>Do you hold a current Driving Licence</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

### EDUCATION AND TRAINING

<b>Secondary Education – Name(s) of School(s)</b>	<b>State whether full or part-time giving exam results and grades</b>	
<b>University/College and other Further Education and Training</b>	<b>Type of Course and Subjects Studied</b>	<b>Qualifications</b>

<b>Membership of Professional Bodies or other qualifications</b>

## EMPLOYMENT

Details of present or last employer		
Name		
Address		
Dates		
Position / Job Title		Salary
Main duties and responsibilities		
Reason for leaving		

Details of previous employers (in date order)		
Name		
Address		
Dates		
Position / Job Title		Salary
Main duties and responsibilities		
Reason for leaving		

Details of previous employers (in date order)		
Name		
Address		
Dates		
Position / Job Title		Salary
Main duties and responsibilities		
Reason for leaving		

**Describe the experience and expertise you have in administration**

**Please describe your IT skills and qualifications**

**Please tell us why you are applying and give examples of how your gifts, skills and experiences make you particularly suited to this role.**

**What notice are you required to give?**

**Leisure interests and hobbies**

## REFERENCES

Please give two references other than your present employer, friends or relatives (obtain their permission first)			
Name		Name	
Address		Address	
Email		Email	
Occupation		Occupation	

## PRESENT EMPLOYER

Name			
Address			
Email			
Occupation			
May we approach for a reference now?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**Please note: No appointment will be made without first taking up references.**

## **JOB APPLICANT PRIVACY NOTICE**

**The Parochial Church Council of Bedworth Parish** ('we' or 'us') provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

### **Personal Data**

We ask for Personal Data from job applicants and applicants for positions including C.V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. If we do not employ you, we may still retain for up to 1 year so that we can consider you for future roles.

### **Sensitive Personal Data**

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If you have any medical condition or disability which may require special facilities or support at interview we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law and making decisions regarding your fitness for work.

### **Staff Privacy Policy**

For further information on how your information is used, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please request a copy of our Staff Privacy Policy.

## DECLARATION

I confirm that the information provided by me is true and correct to the best of my knowledge. I realise that if I am employed and such information is found to be false, I am liable to dismissal without notice.

If employed, I agree to abide by the Organisation's rules and regulations as are currently in operation, and as amended by Bedworth Parish PCC from time to time.

The provisions of the Data Protection Act 1998 preclude Bedworth Parish PCC from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your Application and the associated documents, is for specific employment consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become an employee of Bedworth Parish PCC within that timescale.

Your signature on this form indicates your acceptance of the above conditions.

If offered the position you will be asked to present original documentation confirming your right to work in the United Kingdom prior to the commencement of your employment.

Are you free to remain and work in the UK with no current immigration restrictions? **YES**  **NO**

<b>Signature</b>	
<b>Date</b>	