**Personal contact details**

Name:

Address:

Postcode:

Phone:

Email:

**Education and training**

Education

Training I have undertaken in the last 3 years.

**Qualifications**

## **Employment history**

Present or previous employer (*no approach will be made to your present or previous employer before an offer of employment is made to you)*:

Address:

Postcode:

Job title:

Duties:

Length of time with present or previous employer:

Reason for leaving previous employer (where applicable):

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

Please tell us why you are applying for this job and why you think you are well suited for the job:

Do you consider yourself to have any special needs of which we should be aware?

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

**Referees**

Names and contact details of two referees, one of whom being your current or most recent employer (who will only be approached if a job offer has been made to you):

Referee 1

Name:

Address:

Email address:

Phone number:

Relationship to you:

Referee 2

Name:

Address:

Email address:

Phone number:

Relationship to you:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name

Signature: *…...............* Date: *.................*

Completed forms are to be sent by **23 September** **2024** to:

Jo Isherwood

Newbury Baptist Church

Cheap Street

RG14 5DD

Or by e-mail to: [recruitment@newburybaptistchurch.org](mailto:recruitment@newburybaptistchurch.org)

*This form will be used solely for the purpose of enabling applications to be made for the role identified. All forms from unsuccessful applicants will be destroyed when a successful applicant commences employment. This form of the successful applicant will be destroyed in accordance with our data protection policy.*