**United Benefice of East Blatchington & Bishopstone**

# Application form for Benefice Administrative Assistant

## **Your details**

Name:

Address:

Postcode:

Phone:

Email:

Do you hold a valid driving license? Y / N Do you have use of a car? Y / N

## **Education and training** Please give details:

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## **Qualifications** - Please give details:

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## **Employment history**

### Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Length of time with employer:

Reason for leaving:

Duties:

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### Previous employers

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

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## **Supporting statement**

Please tell us why you applied for this job and why you think you are the best person for the job.

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## **Interview arrangements and availability**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working for us?

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## **Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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## Declaration

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. I understand that this role will be subject to a DBS check and the undertaking of relevant safeguarding training.

Name:

Signature:

Date:

Please return this form by November 30th to   
The Reverend Arwen Folkes - [rectoryebb@gmail.com](mailto:rectoryebb@gmail.com) or The Rectory, 86 Belgrave Rd, East Blatchington, BN25 2HE