**Application Form**

**Please complete and return this form to**

Karen Jones, CMA Bentley, St Peter’s Community Hall, High Street, Bentley, DONCASTER, DN5 0AA

or by email to karen.j@cmabentley.org

**Role applied for**

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| CMA Bentley Administrator |

**Personal Information**

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| --- | --- |
| Full Name |  |
| Address | Postcode |
| Telephone Number |  |
| Email Address |  |

**Right to work in the UK**

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| We have to check that you have the right to work in the UK. You won’t be able to start work until we have seen proof of this. Please write YES in this box to confirm that you have the right to work in the UK. |
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**Experience of church life and your personal faith**

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| If the role you are applying for has an occupational requirement that you are a practising Christian, please tell us a little about your experience of church life and your personal faith. |
| This post does not have an occupational requirement to be a practising Christian. |

**Personal Statement**

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| Please explain to us why you would be suitable for this role. Your statement focus on the qualities and experience that are set out in the person specification and role description. This box is very small, you will almost certainly want to expand the box if you’re typing, or continue on a separate sheet of paper if you are handwriting your application. |
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**Referees**

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| Please list two referees. If you are currently working, one should be your current employer and one should have known you for at least two years. Please give their name, contact details and how they know you and for how long. If you would like us to wait until after your interview to contact them, please say so. If the role you are applying for has an occupational requirement that you are a practising Christian and you don’t worship at St Peter’s Bentley, one of your referees should be your church leader. If you are successful at interview, we won’t be able to make you an offer until all your references have been received. An example is provided. |
| *Janine Bloggs, 14 That Street, Doncaster, DN5 9ZZ,* [*janine@bloggs.com*](mailto:janine@bloggs.com)*, current employer for 5 years. Please don’t contact her until after interview* |

**Work Experience**

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| Please list your work experience starting with the most recent. Please say what the job was and who you worked for, when you did it and why you left. An example is provided. Please continue on a separate sheet if required. |
| *Team Administrator, Insurance Services Ltd, June 2017 to present, looking for a new challenge* |

**Other relevant experience**

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| If you have any other relevant experience, please list it here. Perhaps you have volunteered for a charity or done the accounts for the football club. Please say what you have done, who for and when. Please continue on a separate sheet if required. |
| *Treasurer, Doncaster Angling Club, January 2000 to present* |

**Data Processing**

We take your privacy seriously. Your personal information will be used to assess your suitablilty for the role you have applied for. After the closing date we will only keep a copy of this form for people who are invited to interview. We will keep the details of those invited to interview for three months after the interview date. This form will become part of the successful candidates personnel file and will be kept in line with statutory requirements.

**Employment of Ex-offenders**

If you have any unspent convictions, you should declare these on a separate sheet. They will not necessarily impact your chances of being employed. If you don’t declare an unspent conviction that later comes to light, your employment may be terminated. If your role requires a DBS check, you will be required to complete a Confidential Declaration alongside your DBS application. An offer of employment will be conditional on the outcome of the checks.

**Declaration**

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| The information I have provided on this application form and in any covering letter is correct and true to the best of my knowledge. Please sign and date below, or type YES if submitting this application by email. |
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