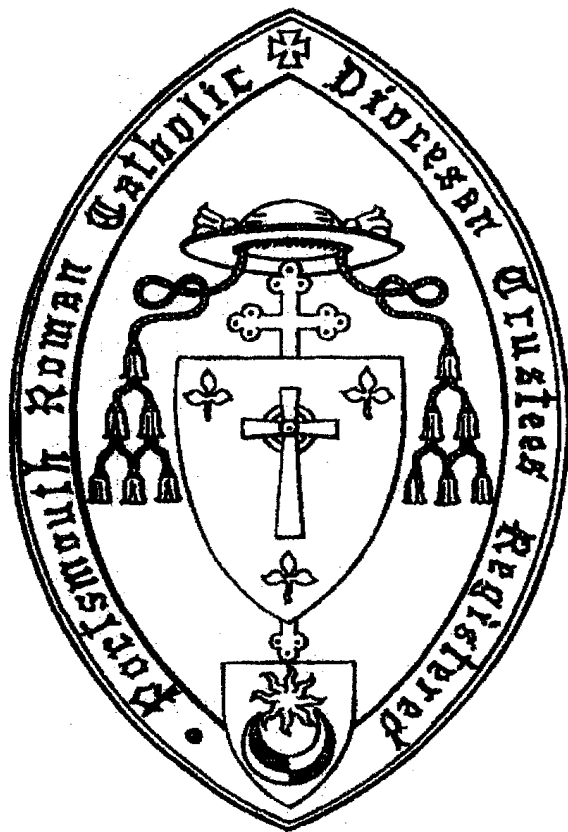


# DIOCESE OF PORTSMOUTH



Registered Charity: 246871

Administered by: Portsmouth Roman Catholic Diocesan Trustees Registered

# Employment Application Form

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## Roman Catholic Diocese of Portsmouth: Employment Application Form

**Confidential**

**Parish/location**     **North West Hampshire Pastoral Area**

**Post**                     **Youth Ministry Co-ordinator**

Please complete all sections of the form before signing. Additional information may be appended. Please return the form no later than the closing date stated.

### Personal Details

<b>Surname:</b>	<b>Title:</b>	<b>Address:</b> _____ _____ _____
		<b>Post Code:</b> _____

### First Names(s):

<b>Tel No:</b>	<b>Home:</b>	<b>Work:</b>
	<b>Mobile:</b>	
<b>Email:</b>		

*If you need a driving licence to do the job you are applying for, please answer the following questions:*

Do you hold a full current driving licence     YES/NO

Is it free of endorsements?     YES/NO     If NO, please give details

Do you own a car to which you have access for the purposes of work?

YES/NO

Is this car insured for work purposes other than for journeys to and from your usual place of work     YES/NO

National Insurance Number:

Please give details of any special interests or hobbies.

Have you previously worked for us?     YES/NO.

If yes, when and in what Capacity?

Have you a contact or are you related to any person in our employ? If so, please give details.

On what date would you be available to commence this employment?

**Education and Qualifications**

Examinations Taken	Subject & Grade	Year

Please give name & address of school/college/university where you obtained your qualifications


**Current or most recent employment**

<b>Dates (from/to)</b>	<b>Name and Address of Employer</b>	<b>Position held and Summary of main duties</b>
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Current salary:

Reason for leaving:

Minimum notice period:

**Please give details of your two previous employers, most recent first**

<b>Dates (from/to)</b>	<b>Name and Address of Employer</b>	<b>Position held and Summary of main duties</b>
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Salary and Reason for leaving:

<b>Membership of Professional Bodies &amp; Qualifications</b>		
<b>Name of Professional Body and date of membership</b>	<b>Qualifications</b>	<b>Status</b>

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to us and what skills or benefits you can bring.

How can we assist with any special needs to enable you to attend interview?

**References**

Please nominate two referees (not relatives or friends) from whom references may be sought. One should be your present or last employer.

1. Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Designation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Designation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

## Declaration

I declare that the information contained in this application is, to the best of my knowledge, true and complete and that false or misleading statements may render this application and any subsequent employment invalid and subject to summary termination.

I understand that it may be necessary for the Portsmouth Roman Catholic Diocesan Trustees Registered as trustees of Portsmouth Diocesan Trust ("the Diocesan Trustees") to process information which could be regarded as Sensitive Personal Data under the Data Protection Act 1998. I consent to the processing of such data for the purposes of my application and any subsequent employment with the Diocesan Trustees.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Return to:           PAYMC Recruitment  
                          St Michael's Presbytery  
                          Bishopswood Road  
                          Tadley  
                          Hampshire  
                          RG26 4HG

Or email to:        [recruitment@nwhantspa.org.uk](mailto:recruitment@nwhantspa.org.uk)

If you email your application and are then called for interview, we shall ask you to bring a signed copy of this application form to the interview for our records.

Application forms should be received by 12 noon on Monday 31 October 2011.

Receipt of all applications will be acknowledged, by email wherever possible, so please check your email regularly.

<b>PLEASE INDICATE WHERE YOU HAVE SEEN THIS POSITION ADVERTISED:-</b>
<b>Website (Please state which one)</b>
<b>Recruitment Agency (Please state which one)</b>
<b>Parish Newsletter (Please indicate Parish)</b>
<b>Portsmouth People magazine</b>
<b>Word of mouth</b>
<b>Other</b>