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**Office address: St Giles Church Centre, Church Street, Copmanthorpe, York YO23 3TX
T: 01904 707716 Email:** **vicar@abc-churches.org**

**PA to the Vicar and ABC Churches Administrator**

**Guidance in completing your application form:**

* Ensure that, in answering the questions, you fully demonstrate that you meet the requirements of the person and job specification.
* Where a YES/NO option is given, simply delete the text that doesn’t apply
* The content of the application, including any covering letter or supporting material, is to be submitted as a single electronic file (Word or pdf file). Only the content of this file will be evaluated as part of the short listing process. Please include your last name in the file name.
* Please do not include any hyperlinks or embedded documents within the application.
* **Please return this form by no later than midnight Tuesday 30th January 2024 to** **vicar@abc-churches.org**
* **Interviews will take place on Wednesday 7th February 2024**

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| --- | --- | --- | --- | --- | --- |
| Surname |  | First Names  |  | Title |  |
| Address |  |
| Phonenumber |  | Mobile  |  |
| Do you hold a British passport?  | Yes/No |
| If no, do you have the right to work in this country? | Yes/No |

**Formal Education** from secondary onwards. Schools/colleges etc and qualifications gained (in chronological order)

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| --- | --- | --- |
| **Dates** | **School/College/University** | **Qualifications gained**(including grades as appropriate) |
| **From** | **To** |
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**Any other training undertaken** (in chronological order)

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| **Dates** | **Nature of training** | **Training Provider** |
| **From** | **To** |
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**Current/most recent Employment**

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| **Dates** | **Employer** | **Post title** |
| **From** | **To** |
|  |  |  |  |
| **Please describe your responsibilities and key working relationships** |
|  |

**Previous employment** (in chronological order)

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| --- | --- | --- |
| **Dates** | **Employer** | **Main duties/role** and reason for leaving |
| **From** | **To** |
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| **Matching your gifts to the job and person descriptions** |
| Please outline your skills and experience undertaking secretarial / administrative activities, which demonstrate your self-organisational skills? |
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| Please outline your experience of working with computer software packages. |
|  |
| Please describe occasions when you have been required to work as a team. |
|  |
| Any other information which you wish to give |
|  |
| **Your Chance to shine!**In no more than 200 words, tell us why we should appoint **you** to this post? |
|  |

**References**

Names and addresses of **two** people from whom references will be sought:

|  |
| --- |
| **Current/most recent employer** |
| Name |  | Address |  |
| Tel no. |  | email |  |
| Are you happy for us to contact them before any interview | Yes/No |

|  |
| --- |
| **Previous employer or other person who can support your application for this specific post** |
| Name |  | Address |  |
| Tel no. |  | email |  |
| Nature of relationship: |  |
| Are you happy for us to contact them before any interview | Yes/No |

|  |  |
| --- | --- |
| If appointed, when would you be available to take up the post? |  |

*I confirm that to the best of my knowledge and belief the information given by me in this application form is correct and I agree* for my details to be kept securely for the purpose of this application process only.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:(counts as signature) |  | Date: |  |