

**St Matthias Church,
Babbacombe Road,
Torquay, TQ1 1HW
Tel: 07812 941029**



Application form for the post of:

Church Administrator & Centre Manager

Please complete this form in full and email to wardens@st-matthias-church.org

N.B. Because children and vulnerable adults use these premises, a DBS check will be required for the successful candidate.

Personal details

Mr/Mrs/Miss (delete as applicable)

First

Names.....

Surname.....

Address.....

.....

.....

Postcode.....

Email:

Telephone Number we can contact you on

Health: Please mention any state of health or condition that may affect your capacity to undertake work. Failure to disclose relevant information at this stage may result in dismissal

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Qualifications Achieved (start with most recent):

Secondary Schools, Colleges, Universities	From:	To:	Brief Details of Courses/qualifications undertaken:	Grade:

Study currently being undertaken:

Secondary Schools Colleges, Universities	From:	To:	Brief Details of Courses:	Grade:

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Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

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Employment:

Current/most recent
employer:

Addres
s

Post
Code:

Date
Started:

Until:

Notice
required:

Job
Title:

Basic salary per
annum:

Brief Description of
Duties:

Reason for

Leaving:

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Are you
looking for
Full-time or
Part-time
Employment

Other employment/career history starting with most recent:

From:	To:	Employer: Name and Address:	Post:	Reason for Leaving:

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Please give details of other interests, including involvement in voluntary organisations which you consider relevant:

Experience/Relevant Skills

Having read the job description, please state how your experience and achievements to date would make you a suitable candidate for this post.

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References

Please complete below, the name and address of two referees. One should be your present or most recent employer and the other a character reference from someone who has known you for at least two years (not a relative).

Employer

Name.....

Position.....

Address.....

.....

.....

Telephone Number:

Character reference

Name.....

Position.....

Address.....

.....

.....

Telephone Number:

Please indicate whether your referees can be approached before interview: YES / NO

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I declare that:

1. To the best of my knowledge the information is correct and can be treated as part of any subsequent Contract of Employment.
2. I have not been convicted of any criminal offence against children or any criminal offence that would affect my suitability to work in a setting where children are located.

The initial appointment will be for a three month probationary period.

Signed.....

Name.....

Date.....

Please email to: wardens@st-matthias-church.org

Telephone: 07812 941029