**Vacancy Application Form**

**Diocese of Ely**

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| **Position applied for** | **Executive Assistant to the Diocesan Secretary** |

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| Please return your completed application form by email to: | [sheena.bridgman@elydiocese.org](mailto:sheena.bridgman@elydiocese.org?subject=Executive%20assistant%20to%20the%20Diocesan%20Secretary) |

**PART A: Personal Information**

**Name(s)**

|  |  |
| --- | --- |
| **Family name (block capitals):** |  |
| **Other names in full (block capitals)** |  |
| **Preferred First Name** |  |

**Permanent Address**

|  |  |
| --- | --- |
| Address 1 |  |
| Address 1 |  |
| Address 1 |  |
| City |  |
| Postcode |  |

**Contact Information (please provide at least one telephone number)**

|  |  |
| --- | --- |
| Email Address |  |
| Telephone (landline) |  |
| Telephone (Mobile) |  |

|  |  |
| --- | --- |
| **Are there any restrictions on your continued residence or employment in the UK? If Yes, please give details:** |  |

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| **OFFICE USE ONLY** |

**PART B: Education and Training**

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| --- | --- | --- | --- |
| **Secondary School(s) attended (include school name and Town)** | **Date of start** | **Date finish** | **Subjects/Grades** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University Attended (include school name and Town)** | **Date of start** | **Date finish** | **Subjects/Grades** |
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**PART C.1: Current/Most Recent Employment**

**Describe your key roles and responsibilities.**

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| --- | --- |
| **Employer** (name and address) |  |
| **Start Date** |  |
| **End Date** |  |
|  | |

**PART C.2: Full Employment History**

**Please provide an overview of your employment history in the section below.**

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| --- | --- | --- | --- |
| **Employer (name and address)** | **Start Date** | **End Date** | **Job Title/Summary** |
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**Membership of professional organisations (please detail below)**

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**PART D: Information in Support of your Application**

Please include any further information in support of your application in the box below (continue as you feel appropriate, while keeping your submission relevant and concise).

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**PART E: References**

References may be taken up before interview, in the strictest confidence, for shortlisted candidates unless you indicate otherwise below.

Please complete the section below fully. If not in employment, please supply the name of your most recent employer or an academic referee. Please ensure that all your referees are aware of this application**.**

If you are providing an email address, please obtain your referees’ permission.

**Current / most recent employer**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **May we contact this person ahead of interview?** | **YES / NO** |

Please provide details of a second referee from whom references can be requested. This can be a previous employer, another manager within your current employment who knows your work or an academic reference. No personal referees will be accepted.

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **May we contact this person ahead of interview?** | **YES / NO** |

**PART F: Notice Period**

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| --- | --- |
| **What period of notice would you be required to give to your present employer?** |  |

**PART G: Declaration**

I hereby consent to the processing of my personal details as per the [Diocesan Data Privacy Policy](http://www.elydiocese.org/supporting-parishes/data-protection/diocesan-board-finance-data-privacy-notice), in the consideration of this application.

|  |  |
| --- | --- |
| **Print Name** |  |
| **Signed** |  |
| **Date** |  |