# Application for employment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1: Your Personal Details** | | | | | | | | | | | | | | |
|  |  |  | |  |  | | |  | | | | |  |  |
|  | Title: |  | |  | Surname: | | |  | | | | | |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  | First Name(s): |  | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  | Address: |  | |  |  | | |  | | | | |  |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  | Post Code: |  | |  |  | | | | | | | | |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  | Telephone (Day): |  | | | |  | Telephone (Mobile): | | | |  | | |  |
|  |  | | | | | | | | | | | | | |
|  | Telephone (Eve): |  | | | |  | Email Address: | |  | | | | |  |
|  |  |  | |  |  | | |  | | | | |  |  |
|  | National Insurance Number: | |  | | | | | | | | |  | |  |
|  |  |  | |  |  | | |  | |  | | | |  |
|  | Are there any restrictions on your taking up employment in the UK?  If yes, please provide details. | | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  | |  | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  | |  | | | |  |
|  | Do you have a current full clean driving license? If no, please provide details: | | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  | |  | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  | |  | | | |  |
|  | **Cautions, rehabilitation and criminal records**  Do you have any unspent convictions or cautions in respect of any offence?  If yes, please provide details. | | | | | | | | | | | | |  |
|  |  |  | |  |  | | |  | |  | | | |  |
|  |  | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 2: Employment, Education and Training** | | | | | | | | | | | | | | | |
|  |  |  | |  |  | |  | | | |  |  | | | |
|  | Starting with your present employment, please state in reverse chronological order what you have done in the course of your career. Please note any other employment that you would continue with if you were to be successful in obtaining this position. Continue on a separate sheet if necessary. | | | | | | | | | | | | | | |
|  |  |  |  | | |  |  |  |  | | | | | | |
|  | Dates |  | Employer | | |  | Position and Salary |  | | Responsibilities | | |  | Reason for leaving |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 2: Employment, Education and Training (Continued)** | | | | | | | | | | | | | | | |
|  |  |  | |  |  | |  | | | |  |  | | | |
|  | Please list secondary schools and places of further education with dates, results, and professional qualifications. | | | | | | | | | | | | | | |
|  |  |  |  | | |  |  |  |  | | | | | | |
|  | Dates |  | Name of institution | | |  | Results and professional qualifications | | | | | | | |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  | | | | | | | |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  | | | | | | | |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  | | | | | | | |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |
|  |  |  |  | | |  |  | | | | | | | |  |
|  |  |  |  | | |  |  |  | |  | | |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 3: Information in support of your application** | | | | | | | |
|  |  |  |  |  |  |  |  |
|  | Describe your present or most recent appointment in terms of your responsibilities and relationships. Continue on a separate sheet if necessary. | | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  | | | | | |  |
|  |  |  |  |  |  |  |  |
|  | Please state what attracts you about this job and why you feel you are suitable for it. Continue on a separate sheet if necessary. | | | | | |  |
|  |  |  |  |  |  |  |  |
|  |  | | | | | |  |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | | Part 4: References |  |
|  | Please provide the full details of two referees, including your most recent employer. | | | |  |
|  | Name: |  |  | |  |
|  |  |  |  | |  |
|  | Company: |  |  | |  |
|  |  |  |  | |  |
|  | Address: |  |  | |  |
|  |  |  |  | |  |
|  | Email: |  |  | |  |
|  |  |  |  | |  |
|  | Contact Number: |  |  | |  |
|  |  |  |  | |  |
|  | Relationship: |  |  | |  |
|  |  |  |  | |  |
|  | Name: |  |  | |  |
|  |  |  |  | |  |
|  | Company: |  |  | |  |
|  |  |  |  | |  |
|  | Address: |  |  | |  |
|  |  |  |  | |  |
|  | Email: |  |  | |  |
|  |  |  |  | |  |
|  | Contact Number: |  |  | |  |
|  |  |  |  | |  |
|  | Relationship: |  |  | |  |
|  |  |  |  | |  |

**How to apply**

All applications must be on our application form, available on our website,

https://www.exetercathedral.org.uk/about-us/vacancies and submitted along with a covering

letter stating why you interested and suitably experienced for the position.

Applications should be sent by email or post to: Catherine Escott, Chief Operating Officer, 1

The Cloisters, Exeter, EX1 1HS

Tel: 01392 255573, email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

We will acknowledge receipt of all applications.