



## Application Form

*PCC of Bishop's Hatfield, St Michael and All Angels (registered charity 1212167)*

Thank you for your interest in joining St Michael's Hatfield. Please complete all sections of this form as fully as you can. We encourage you to use the designated spaces provided and only add extra detail if it helps us better understand your application.

Application for post of:

### Section 1: PERSONAL DETAILS

Full name:

Address:

Telephone number:

Email address:

### Section 2: EDUCATION AND PROFESSIONAL QUALIFICATIONS

Please provide details of your qualifications, starting with the most recent. If a section does not apply to you, please leave it blank. Leaving any part blank will **not** disqualify your application.

**GCSEs** (or equivalent) and grades achieved.

Date	Subject	Grade

**A-Levels** (or equivalent) and grades achieved.

Date	Subject	Grade



**Further education:** (Please give qualifications obtained, with class of degree, if relevant)

From	To	Qualification/experience

**Other professional/practical qualifications obtained** (Please include any relevant certificates, licenses, or training courses)

From	To	Qualification/experience

### Section 3 – PRESENT APPOINTMENT

What is the title of your current role? Please give the date you started in this role and brief outline of the role.

Job title	Date started	Description (nature of work and responsibilities)

### Section 4 – CAREER

Please give details, with dates, starting with your most recent appointments. Please explain any gaps.

From	To	Description (nature of work and responsibilities)



### Section 5 - PERSONAL STATEMENT

Please state your reasons for applying for this role. What you write will help those making the appointment build up a picture of you. You will want to outline how you meet each of the elements of the person specification, drawing on gifts, skills, knowledge and experience from your previous career, responsibilities held and relevant interests.

### Responsibilities in the community

Please indicate any responsibilities in the community, e.g. school governor, community service.

### Other interests

Please indicate other recreational interests.



### Section 6 – REFERENCES

Please provide details of two references below. One should be a reference from a current employer (if applicable). References will be requested after the interview stage.

Name	Email address	Telephone number	Capacity in which they know you	Number of years known for

### Section 7 – HEALTH

Please specify any special access requirements or reasonable adjustments you may need for interview.

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### Section 8 – OTHER INFORMATION

Are you free to work in the UK with no current immigration restrictions?

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If appointed, when would you be available to start?

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### DATA PROTECTION

All personal information provided in this application will be handled in accordance with our Privacy Notice, a copy of which is available upon request.

### DECLARATION

I confirm that to the best of my knowledge, the information I have given is true and correct. I understand that any false or misleading statements may lead to disqualification from the selection process or dismissal if appointed.

**SIGNATURE (Electronic signature is sufficient):**

**DATE:**

Please return a copy of your completed application to Sam Biggs, Operations Manager: [sam@stmichael-hatfield.org](mailto:sam@stmichael-hatfield.org)