



c/o St Stephen's Church, 2 Rampant Horse Street, Norwich NR2 1QP
Email: info@norfolkchaplaincy.org.uk
Website: www.norfolkchaplaincy.org.uk

APPLICATION FORM FOR THE POST OF MENTOR CO-ORDINATOR – MATERNITY COVER.

Please complete this form, giving as many details as possible of your skill and experience relating to the job. Short listing will be based on the information you give us in this document.

PERSONAL DETAILS:

FIRST NAME:	SURNAME:
FULL ADDRESS:	CONTACT DETAILS: TEL: MOBILE: EMAIL:
DO YOU HAVE THE RIGHT TO WORK IN THE UK? (IF YES AND THERE ARE CONDITIONS ATTACHED, PLEASE SPECIFY)	
HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE YOUR PRESENT EMPLOYER?	
DO YOU HAVE A CURRENT DRIVING LICENCE? (PLEASE SPECIFY ANY ENDORSEMENTS)	



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WHAT ARE YOUR REASONS FOR APPLYING? (NOT MORE THAN 1000 WORDS)
(Continue on next page if necessary)



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REASONS FOR APPLYING (Continued)



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EDUCATION AND TRAINING:

SCHOOL/COLLEGE/UNIVERISTY	DATES ATTENDED	QUALIFICATION



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PLEASE GIVE DETAILS OF ANY FURTHER TRAINING YOU HAVE UNDERTAKEN:

OTHER INTERESTS:



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PLEASE SUPPLY FULL DETAILS OF YOUR EMPLOYMENT/SELF-EMPLOYMENT HISTORY, WITH DATES.

A large empty rectangular box intended for providing employment history details.



PLEASE GIVE US THE NAMES AND CONTACT DETAILS OF 2 PERSONAL REFEREES, ONE OF WHOM SHOULD PREFERABLY BE YOUR PRESENT OR A RECENT EMPLOYER.

NAME:

CONTACT DETAILS: Email:
Phone:
Address:

HOW DO YOU KNOW THIS PERSON?

NAME:

CONTACT DETAILS: Email:
Phone:
Address:

HOW DO YOU KNOW THIS PERSON?

DO YOU HAVE ANY UNSPENT CONVICTIONS? Yes/No

Additional guidance –

Please tick "Yes" if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term 'convictions' is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick "No". If you're not sure if your convictions are unspent or spent, you can use a tool available at www.disclosurecalculator.org.uk and read guidance at hub.unlock.org.uk/roa.

I CONFIRM THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE AND CORRECT.

SIGNATURE

DATE

DATA PROTECTION:

Legislation sets out requirements for the protection of your personal information. You have certain rights.

Except to the extent permitted by law, all the information you provide during this application process will only be used for the purposes of assessing this application.

If your application is unsuccessful, or if you choose not to accept an offer of employment with us, we shall destroy all your information except that which is required for equal opportunities monitoring.

If your application is successful, you give us permission to retain and use this information for any purposes connected with your employment.

I consent to the use of my personal information for the purposes set out above.

Signature

Date

Thank you for completing this application form