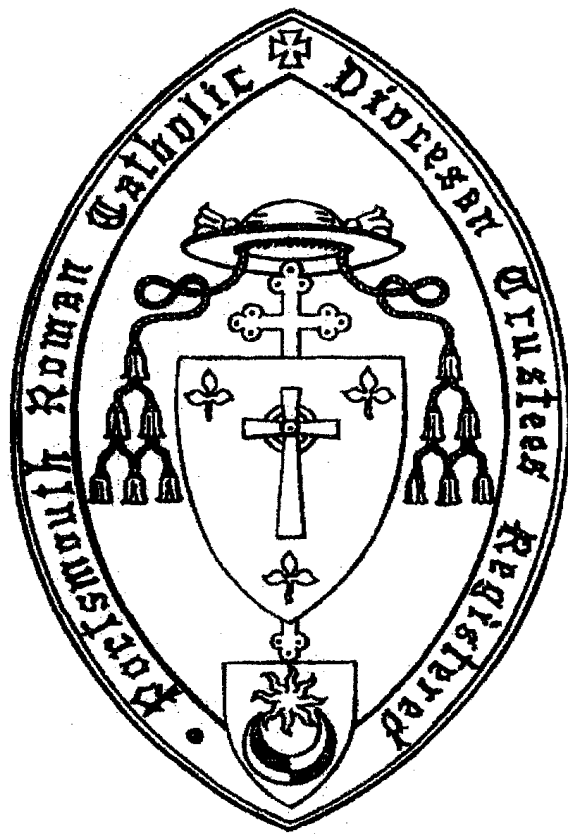


DIOCESE OF PORTSMOUTH



Registered Charity: 246871

Administered by: Portsmouth Roman Catholic Diocesan Trustees Registered

Employment Application Form

Roman Catholic Diocese of Portsmouth: Employment Application Form

Confidential

Parish/location.....

Post.....

Please complete all sections of the form before signing. Additional information may be appended.

Please return the form not later than the closing date stated.

Personal Details

Surname:	Title:	Address: _____ _____ _____
		Post Code: _____

First Names(s):

Tel No:	Home:	Work:
	Mobile:	
Email:		

If you need a driving licence to do the job you are applying for, please answer the following questions:

Do you hold a full current driving licence YES/NO

Is it free of endorsements? YES/NO If NO, please give details

Do you own a car to which you have access for the purposes of work?
YES/NO

Is this car insured for work purposes other than for journeys to and from your usual place of work YES/NO

National Insurance Number:

Please give details of any special interests or hobbies.

Have you previously worked for us? YES/NO.
If yes, when and in what Capacity?

Have you a contact or are you related to any person in our employ? If so, please give details.

On what date would you be available to commence this employment?

Education and Qualifications

Examinations Taken	Subject & Grade	Year

Please give name & address of school/college/university where you obtained your qualifications

Current or most recent employment

Dates (from/to)	Name and Address of Employer	Position held and Summary of main duties
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Current salary:

Reason for leaving:

Minimum notice period:

Please give details of your two previous employers, most recent first

Dates (from/to)	Name and Address of Employer	Position held and Summary of main duties
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Salary and Reason for leaving:

Membership of Professional Bodies & Qualifications		
Name of Professional Body and date of membership	Qualifications	Status

Please outline the skills and experience you have gained through paid employment and other work activities and interests which are relevant to your application for this job.

Please use this space to give any other information you feel is necessary to support your application including your reasons for applying to us and what skills or benefits you can bring.

If necessary continue on a separate sheet....

How can we assist with any special needs to enable you to attend interview?

References

Please nominate two referees (not relatives or friends) from whom references may be sought. One should be your present or last employer.

1. Name: _____

Address: _____

Designation: _____

Tel No: _____

Post Code: _____

Occupation: _____

Email: _____

2. Name: _____

Address: _____

Designation: _____

Tel No: _____

Post Code: _____

Occupation: _____

Email: _____

Declaration

I declare that the information contained in this application is, to the best of my knowledge, true and complete and that false or misleading statements may render this application and any subsequent employment invalid and subject to summary termination.

I understand that it may be necessary for the Portsmouth Roman Catholic Diocesan Trustees Registered as trustees of Portsmouth Diocesan Trust ("the Diocesan Trustees") to process information which could be regarded as Sensitive Personal Data under the Data Protection Act 1998. I consent to the processing of such data for the purposes of my application and any subsequent employment with the Diocesan Trustees.

Signature _____

Date _____

Return to: Father Phillip Harris
English Martyrs
15 Manor Crescent
Didcot
OX11 7AJ

**** Application forms should be returned not later than the closing date stated**

PLEASE INDICATE WHERE YOU HAVE SEEN THIS POSITION ADVERTISED:-

Website (Please state which one)

Recruitment Agency (Please state which one)

Parish Newsletter (Please indicate Parish)

Portsmouth People magazine

Newspaper/Magazine/Specialist Publication

Word of mouth

Other