**Parish of Girlington, Heaton and Manningham**

**Application form** (please complete in black ink)

**Application for the post of: Office Manager**

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| **Title** | **Name:** |
| **Address** | |
| **Telephone Number:** | **Email address:** |

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| --- | --- | --- |
| **Education/Training** | | |
| **School/College/University** | **Course studies/Qualifications received** | |
|  |  | |
| **Work History** *Please start with your most recent job* | | |
| **Employers including dates** | **Position held & range of duties** | **Reason for leaving** |
|  |  |  |
| **Please write here any evidence to support your application**  e.g. what attracts you to the post, why you believe you are suitable for it, what are your gifts, skills and experience (please continue on a separate sheet, if necessary) | | |
| **Community and leisure interests** | | |

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| --- | --- |
| **Please provide the names and addresses of two referees, one of whom is your most recent employer.** | |
| **Reference 1** | **Reference 2** |
| Name  Address  e mail address | Name  Address  e mail address |

**Pease complete the additional information required below**

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| **Health** |
| Please specify any special access requirements you may have in order to attend interview, |

|  |
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| **UK Border Agency requirements** |
| Are you free to remain and work in the UK with no current immigration restrictions?  *Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview.*  ***yes / no*** |

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| **Disclosure of conviction(s)** |
| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974. For legal and accounting professions, you are required to disclose all convictions, including those that are ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence that is not spent? If yes, please give details of date(s), offence(s) and sentence(s) passed. |

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| **Promoting racial equality** |
| Are you a member or an active supporter of any political movement or any organisation whose constitution, policies, objectives or public statements are incompatible with the Church of England’s commitment to promoting racial equality? ***yes / no*** |

|  |  |
| --- | --- |
| **To the best of my knowledge and belief the information supplied by me on this form is correct. I hereby consent to the processing of personal data, as defined in the General Data Protection Regulation 2018, involved in the consideration of this application.** | |
| **Signature:** | **Date:** |

*The successful candidate may be required to complete an HMRC Fit and Proper Persons Declaration form, a children and vulnerable adults confidential declaration form and a DBS check.*

**Please return the completed application by noon on 6th April 2023**

**by e mail to:** chris.chorlton@leeds.anglican.org

**Interviews for shortlisted candidates will take place on 25th April 2023**