



## APPLICATION FORM

Please return your completed application to Philip Walsh, Churchwarden,  
Penwortham, Saint Leonard via [pjwalsh2012@icloud.com](mailto:pjwalsh2012@icloud.com)

Please complete all pages in full

**CONFIDENTIAL**

Post Applied for:    Choir Leader and Organist ~ Penwortham, Saint Leonard

### PERSONAL DETAILS

Title: (Mr, Mrs, Miss, Ms, etc.)

Surname:

Forenames:

Address:

Post code:

Telephone:

Mobile:

E-mail address:

## **COVERING LETTER**

**Please detail why you are applying and what skills and experience you will bring to the role.**

## RECENT ROLES

**Name and Address of current/most recent roles:**

**Telephone:**

**Post held:**

**From:**

**To:**

**Salary:**

**Notice period required:**

**Reason for leaving:**

**Please give details of your main duties and responsibilities:**

**Please give details of all previous roles (most recent first)**

<b>Name of Employer</b>	<b>Position held</b>	<b>To/From</b>	<b>Reason for leaving</b>

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## **EDUCATION AND TRAINING**

**Qualifications and relevant training:**

**Membership of Professional Bodies etc:**

**Please give details of your relevant skills, knowledge and experience (see job description and person specification)**

## REFEREES

Please give the name of two referees, not related who are able to provide us with information to support your application. One should be your most recent employer.

Please note: engagement will only be commence on receipt of two references.

<b>Name:</b> <b>Position:</b> <b>Relationship:</b> <b>Address:</b> <b>Tel No:</b> <b>E-mail:</b> <b>May we contact prior to interview Yes/No</b>	<b>Name:</b> <b>Position</b> <b>Relationship:</b> <b>Address:</b> <b>Tel No:</b> <b>E-mail</b> <b>May we contact prior to interview Yes/No</b>
<b>In addition ~ if possible please provide a faith referee if not included above.</b>	
<b><u>Faith Referee</u></b> <b>Name:</b> <b>Position:</b> <b>Name of Church:</b> <b>Denomination:</b> <b>Home Address:</b> <b>Post code:</b> <b>Email address:</b> <b>Tel No:</b> <b>Relationship to applicant:</b>  <i><b>Your faith referee should have pastoral responsibility for the Church at which you regularly worship. If you do not use your parish priest/minister, or if you have not used a church at which you regularly worship please state your reasons :</b></i>	

## REHABILITATION OF OFFENDERS ACT

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’

<https://www.legislation.gov.uk/ukpga/1974/53/contents?view=plain>

YES/NO

If ‘YES’, please give details:

*If you have selected ‘YES’ to any convictions, cautions, reprimands or final warnings that are unspent or exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198, the contents of this box will be shared between HR, the recruitment manager and in some cases the Diocesan Secretary/Director of Education.*

Should you require any special arrangements for your interview eg. special equipment or access arrangements, please give details below. We will contact you prior to any interview to discuss this further.

Please state where you saw the job advertisement (website/newspaper/other)

## DECLARATION

- *I understand that an offer of appointment will be subject to satisfactory references*
- *I understand that providing false or misleading information will disqualify me from any appointment or if appointed will render me liable to dismissal without notice*
- *I declare that the information I have given is, to the best of my knowledge, true and complete*
- *I agree that the information may be used for registered persons under the Data Protection Act 1998 (personal information will not be passed to other organisations without your prior consent.*
- *I agree that the information provided is to the best of my knowledge correct and complete.*

Signature:

Date: