**St Peter’s Yateley – Reception and Communication Assistant**

**Application Form**

Post: Reception and Communication Assistant (10 Hours)

Closing Date: Friday 28th October 2022

#### Personal Details:

Surname Title:

Forename(s) Date of birth

Address

Postcode Email

Telephone: Mobile

#### Educational Background:

*What is your highest level of academic achievement received in this country or abroad? Tell us where and when and how it equipped you for this application. Please note: academic achievement is not everything!*

Other Skills/Qualifications/Vocational Training:

*In what other ways do you see yourself as qualified to apply for this post? What practical experience do you have in this area?*

#### Employment Background:

*Please give brief details of your employment history, beginning with your present or most recent post.   
Please include temporary or voluntary work and account for periods of non-employment.*

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer – contact details | Job title and main responsibilities | Reason for Leaving |
|  |  |  |  |

#### Other Activities:

*Tell us about any interests/hobbies/activities that you’re involved in.*

#### Personal Statement:

*On a separate sheet, using the job description and person specification provided please tell us about yourself and why you think your experience, skills and personality add to your suitability for this post as well as why you think God is calling you in this way.*

#### CV

*Please include a CV to this application if you feel it would help to inform it – for example, offering more detail about your academic or work history.*

#### References:

*Please give the name and addresses of two referees:*

*One from someone in leadership in your Church and one from a previous employer*

Name: Name:

Relationship Relationship

Title/Position: Title/Position:

Address: Address:

Postcode Postcode

Email Email

Tel: Tel:

If you do not wish us to contact your current employer unless or until you are offered the post, please indicate:

#### Declaration:

* I declare that I have read and understood all the information provided with this application.
* I declare that the information in this application form is correct and that, if the position is offered, will form the basis of a contract of employment.
* I understand that false or misleading statements may be sufficient grounds for cancelling any agreements made.
* I understand that this post is subject to Disclosure and Barring Service (DBS) check.

Signed: Date:

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please return this completed application form to **office@stpetersyateley.org.uk** clearly marked:

“St Peter’s Yateley – Reception and Communication Assistant”