**APPLICATION FORM**

**Executive Assistant to the Senior Minister and Core Team**

Please submit your CV and a covering letter along with this completed application form to Sue Maloney, Church Office Manager at [recruitment@uptonvale.org.uk](mailto:recruitment@uptonvale.org.uk)

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| --- | --- | --- |
| First Name |  | |
| Surname |  | |
| Address |  | |
| Home Telephone Number |  | |
| Mobile Telephone Number |  | |
| References:  Please give details of people in both work and personal capacity and where possible include your last employer. | Work | Personal |
| May we contact this referee before interview? |  |  |
| Please tell us why you are applying for this post. |  | |
| Please outline your skills and experience (in a voluntary or employed post) which makes you feel you are suitable for this post. |  | |
| If you are a foreign national, do you have a permit to work in the UK? |  | |
| Please give the approximate number of days taken as sick leave over the past two years. |  | |
| Do you have impairment that has a substantial long-term effect on your ability to carry out day to day activities? If yes, please give details. |  | |
| Do you have any recorded criminal convictions and or police warnings? If yes, please give details. |  | |
| Do you have any expired disciplinary sanctions or any details of any allegations or concerns that have been raised about you that relate to the safety and welfare or behaviour towards children or vulnerable adults? If so, please include the outcome of those concerns, e.g. whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved. |  | |
| Please give period of notice or date available to take up employment. |  | |

I confirm that to the best of my knowledge, the information I have provided is accurate and I have not omitted any significant information. I understand that any false information could (if I am appointed) lead to disciplinary action.

Signed: Date:

Please email your completed application form to [recruitment@uptonvale.org.uk](mailto:recruitment@uptonvale.org.uk)

**Closing date for applications is Monday, 19 April. Interviews held on Monday, 26 April.**