



FOR OFFICE USE ONLY	
Application checked (convictions/employment)	
Checked by (initials)	
Date	

**THE CHAPTER OF WINCHESTER
EMPLOYMENT APPLICATION**

POSITION APPLIED FOR: Insert Job Title of position you are applying for here

PERSONAL DETAILS

Surname:		First Name(s):	
Address:			

Private Tel. No:		Business Tel. No:	
E-Mail:		National Insurance No.:	

Full Driving Licence:	YES/NO	Are you eligible to work in the UK?	YES/NO
Endorsements:	YES/NO	Please note that you will be required to produce evidence of your eligibility if selected for interview	

Are you involved in any activity which might limit your availability to work or your working hours	YES/NO
If YES, please give full details.	
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	YES/NO
If YES, please give full details	
Have you ever worked for this Cathedral before?	YES/NO
If YES, please give details	
Are you related to any person employed by the Dean & Chapter or Winchester Cathedral Enterprises Limited?	YES/NO
If YES, please give full details:	
Have you applied for employment with the Cathedral before?	YES/NO
If YES, please give full details	
Are there any adjustments that may be required to be made should you be invited for interview? If yes please give details:	

EDUCATION AND TRAINING

Schools attended since age 11	From	To	Examinations and Results
College/University	From	To	Details of Qualifications Gained
Please give details of membership of any technical or professional associations and when membership started.			
Job related Training Courses	From	To	Subject

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

CURRENT SALARY:

Name of present or last employer:	
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Address:	

Telephone No:	
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Nature of business:	
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Job title and a brief description of your duties:

Length of Service:	From:	To:
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Period of Notice:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates		Position held/Main duties	Reason for leaving
	From	To		

Please provide details of any gaps in employment and reasons why:

EXPERIENCE

Please give details of work experience, skills and achievements that you would bring be of benefit to this post. Also, please give your reasons why you want to work for Winchester Cathedral.

Work Experience:

Skills:

Achievements:

Reasons why you want to work for Winchester Cathedral:

REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference. If you have been with your current employer for less than 3 years, please provide details of references to cover this period.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:
E-Mail:	
How is this person known to you?	How is this person known to you?

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I agree that Winchester Cathedral may hold and use this information about me contained in this application, including any information which falls within the definition of "sensitive personal data" in compliance with data protection legislation and as set out in Winchester Cathedral's Employee Privacy Notice, for the purposes of processing this application and for personnel management records if an offer of employment is made. I undertake to notify Winchester Cathedral immediately of any changes to the above details. If on this occasion no offer is made I agree that Winchester Cathedral may keep a record of my application for 12 months after which time it will be destroyed.

If your application is successful a criminal record check may be undertaken to verify this information. Failure to reveal information could lead to the withdrawal of an offer of employment. Your signature on this application form will be regarded as giving permission for such a check to be made

Signature:	Date:
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[Please insert name if returning by e-mail]

SOURCE OF APPLICATION

How did you hear of this vacancy?

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Please return completed application form to:

Cathedral Office: No.9 The Close, Winchester, Hants. SO23 9LS

Email: recruitment@winchester-cathedral.org.uk