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| **ST JOHN the BAPTIST, MIDSOMER NORTON** |  |  |  |  |
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| **APPLICATION FORM FOR PARISH ADMINISTRATOR** |  |  |  |  |
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| **Closing date for Applications: 30th November 2017** |  |  |  |  |  |
| **Interview Date: 8th December 2017** |  |  |  |  |  |  |
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| Please return completed application forms to msnparishoffice@aol.com |  |  |  |
| or by post |  |  |  |  |  |
| marked 'Private and Confidential' to St John's Parish Office, The Church Hall, |  |  |
| Church Square, Midsomer Norton BA3 2HX |  |  |  |  |  |
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| *Please complete this form as fully as you can, and enlarge any text boxes* |  |  |  |
| *as necessary. If you have any questions or queries, please do not hesitate* |  |  |  |
| *to contact us on* |  |  |  |  |  |  |  |  |
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| **Post applied for:** |   | **Parish Administrator** |   |   |  |  |
|  |   |   |  |   |   |   |   |  |  |
| **Where did you see the post**  |  |  |  |  |   |  |  |
| **advertised?** |   |  |   |   |   |   |  |  |
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| **PERSONAL DETAILS** |  |   |   |   |   |  |  |
| **Title** |   |   |  |   |   |   |   |  |  |
| **Surname** |   |   |  |   |   |   |   |  |  |
| **Forename(s)** |   |  |   |   |   |   |  |  |
| **Address** |  |   |  |  |  |  |   |  |  |
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| **Work tel. no.** |   |  |   |   |   |   |  |  |
| **Home tel. no.** |   |  |   |   |   |   |  |  |
| **Mobile tel. no.** |   |  |   |   |   |   |  |  |
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| St_John's_Church before Lady Chapoel was built.jpg

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| Parish Administrator at St John the Baptist, MSN |  |  |  |  |  |  |
| Page 2 |  |  |  |  |  |  |  |  |  |
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| **CURRENT (OR MOST RECENT) EMPLOYMENT** |   |   |   |   |  |
| **Post** |   |   |  |   |   |   |  |   |  |
| **Employer** |   |   |  |   |   |   |   |   |  |
| **Date from/to** |   |  |   |   |   |   |   |  |
| **Summary of** |  |  |  |  |  |  |   |  |
| **responsibilities** |  |  |  |  |  |  |   |  |
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| **PREVIOUS POSTS (Most recent first)** |  |  |  |  |  |  |
| **Employer** |  | **Post** |  | **From** | **To** | **Summary of responsibilities** |  |
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| Parish Administrator at St John the Baptist, MSN |  |  |  |  |  |  |
| Page 3 |  |  |  |  |  |  |  |  |  |
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| **EDUCATION AND QUALIFICATIONS (Most recent first)** |  |  |   |  |
| **School/college/university ..** |  | **From** | **To** | **Qualifications** |   |  |
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| **OTHER RELEVANT EXPERIENCE** |  |   |   |   |   |   |  |
| **Training and personal** |   |  |  |  |  |  |   |  |
| **development in office work** |  |  |  |  |  |   |  |
| **and management** |   |  |  |  |  |  |   |  |
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| **Knowledge of computer** |  |  |  |  |  |   |  |
| **systems, databases,** |   |  |  |  |  |  |   |  |
| **Publisher, PowerPoint, print** |  |  |  |  |  |   |  |
| **design, web design etc.** |  |  |  |  |  |   |  |
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| **Personal Interests** |   |  |  |  |  |  |   |  |
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| A key quality in the person |  |  |  |  |  |   |  |
| specification is '**someone in** |  |  |  |  |  |   |  |
| **sympathy with the vision** |  |  |  |  |  |   |  |
| **and ethos of St John the**  |  |  |  |  |  |   |  |
| **Baptist Church'**. If successful |  |  |  |  |  |   |  |
| please describe how you  |  |  |  |  |  |   |  |
| would seek to fulfil your role |  |  |  |  |  |   |  |
| within this criteria. |   |  |  |  |  |  |   |  |
| *(please note this post does not have a* |  |  |  |  |  |   |  |
| *Genuine Occupational Requirement* |  |  |  |  |  |   |  |
| *(GOR) for the post-holder to be a* |  |  |  |  |  |   |  |
| *Christian and we will consider all* |  |  |  |  |  |   |  |
| *applications equally)* |   |  |   |   |   |   |   |  |
| *Parish Administrator at St John the Baptist, MSN* |   |   |   |   |   |  |
| *Page 4* |  |  |  |  |  |  |  |   |  |
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| **STATEMENT IN SUPPORT OF YOUR APPLICATION** |   |   |   |   |  |
| **Please indicate clearly how your skills and experience meet the requirements of the post as set out** |  |
| **in the Job Description.** You are advised to consider carefully where your skills would contribute to the  |  |
| successful undertaking of the different **key tasks** within this role, and evidence of where your experience |  |
| would satisfy the essential and desirable criteria of the **person specification**. |  |   |  |
| *(Continue on a sepate sheet if necessary)* |  |   |   |   |   |   |  |
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| Parish Administrator at St John the Baptist, MSN |  |  |  |  |  |  |
| Page 5 |  |  |  |  |  |  |  |  |  |
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| **ADDITIONAL QUESTIONS** |  |   |   |   |   |   |  |
| **If successful, what is the earliest date** |  |  |  |  |  |   |  |
| **that you could start the job?** |  |   |   |   |   |   |  |
| **Do you have any special need or** |  |  |  |  |   |  |
| **disability which might affect your** |  |  |  |  |   |  |
| **ability to carry out the tasks required** |  |  |  |  |   |  |
| **by the post, and for which we may** |  |  |  |  |   |  |
| **make arrangements should you be**  |  |  |  |  |   |  |
| **called for interview?** |  |   |   |   |   |   |  |
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| **REFEREES** |  |  |  |  |  |  |  |  |
| *Please provide details of three referees, including your present or most recent employer. If you are a member of a* |  |
| *Church you may want to include a reference from your Church leader or equivalent.* |  |  |  |
|   |   |   |  |   |   |   |   |   |  |
|  | **Name** |  |  |  |  |  |  |   |  |
|  | **Position** |  |  |  |  |  |  |   |  |
|  | **Address** |  |  |  |  |  |  |   |  |
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|  | **Tel. no.** |  |  |  |  |  |  |   |  |
|  | **E-mail** |  |  |  |  |  |  |   |  |
| **May we approach before interview** |  | **YES** |  | **NO** |   |  |
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|  | **Name** |  |  |  |  |  |  |   |  |
|  | **Position** |  |  |  |  |  |  |   |  |
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| **May we approach before interview** |  | **YES** |  | **NO** |   |  |
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|  | **Name** |  |  |  |  |  |  |   |  |
|  | **Position** |  |  |  |  |  |  |   |  |
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| **May we approach before interview** |  | **YES** |  | **NO** |   |  |
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| Parish Administrator at St John the Baptist, MSN |  |  |  |  |  |  |
| Page 6 |  |  |  |  |  |  |  |  |  |
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| **SAFEGUARDING and VULNERABLE ADULTS POLICY** |   |   |  |
| **This position involves some contact with children, young people and vulnerable adults, and**  |  |
| **this recuitment is therefore subject to the current vetting and barring procedures in line** |  |
| **with diocesan policy and current DBS guidelines and legislation. A copy of the St John the** |  |
| **Baptist's Child Protection and Safeguarding Policy can be made available before interview.** |  |
|   |  |  |  |  |  |  |  |   |  |
| Do you have any convictions that are not "spent" |   |   |   |   |  |
| within the meaning of the Rehabilitation of |   | YES |   | NO |  |
| Offenders Act 1974? |  |  |   |  |  |  |   |  |
|   |   |   |  |  |   |   |   |   |  |
| Because of the nature of the work you are applying for, this post is exempt from the provisions of Section4(2) of the |   |  |
| Reabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (exemptions) Order 1975. This means  |  |
| that you are not entitled to withhold information about convictions which for other purposes are "spent" under provisions  |  |
| of the Act. In the event of employment, failure to disclose such convictions could lead to disciplinary action being taken. |  |
| Any information will be treated in the strictest of confidence and used solely in relation to this application. |   |  |
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| **DECLARATION** |  |  |  |  |  |  |   |  |
|   |   |   |  |   |   |   |   |   |  |
| I declare that the statements made by me in this application are true and that the accuracy |  |
| thereof shall be a condition of any contract of employment offered to me by the PCC of |  |
| St John the Baptist Church, Midsomer Norton. |  |  |  |   |  |
|   |   |   |  |   |   |   |   |   |  |
| **Signature of Applicant** |  |  |  |  |  |   |  |
|  |   |   |  |   |   |   |   |   |  |
| **Date** |  |   |  |  |  |  |  |   |  |
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