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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** | | |  |  |  |  |
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| **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.** | |  |  |  |  |  |  |  |  |
| **E-mail** |  |  |  |  |  |  |  |  |  |
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| St_John's_Church before Lady Chapoel was built.jpg   |  | | --- | |  | |  |  | Tony,Carol Bishop Ruth c.jpg   |  | | --- | |  | |  |  | St George tea 2016.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?** | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **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** |  |  |  |  |  |  |  |  |
| **1** |  |  |  |  |  |  |  |  |  |
|  | **Tel. no.** |  |  |  |  |  |  |  |  |
|  | **E-mail** |  |  |  |  |  |  |  |  |
| **May we approach before interview** | | | |  | **YES** |  | **NO** |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Name** |  |  |  |  |  |  |  |  |
|  | **Position** |  |  |  |  |  |  |  |  |
|  | **Address** |  |  |  |  |  |  |  |  |
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|  | **Tel. no.** |  |  |  |  |  |  |  |  |
|  | **E-mail** |  |  |  |  |  |  |  |  |
| **May we approach before interview** | | | |  | **YES** |  | **NO** |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Name** |  |  |  |  |  |  |  |  |
|  | **Position** |  |  |  |  |  |  |  |  |
|  | **Address** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
|  | **Tel. no.** |  |  |  |  |  |  |  |  |
|  | **E-mail** |  |  |  |  |  |  |  |  |
| **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** | | |  |  |  |  |  |  |  |
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| **Date** |  |  |  |  |  |  |  |  |  |
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| Date received | |  |  |  |  |  |  |  |  |
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