**St Peter the Fisherman**

**Application Form**

**Office Assistant**

There is a Genuine Occupational Requirement that the post-holder is a practicing Christian.

1. **Personal Information**

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| Name (full):  Address:  Phone number (home): mobile:  e-mail:  Have you previously been known by any other names? If so, give details:  How did you hear about this role? |

1. **Your Circumstances**

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| **Right to work:** Do you currently have the right to work in the US? ***YES / NO***  **Accessibility:** Do you require special access for the purposes of interview ***YES / NO***  If yes, please describe any special conditions or adjustments required on a separate sheet.  **Convictions:** Do you have any convictions, cautions, reprimands or final warnings? ***YES / NO***  If yes, please give further details separately. |

**3. Referees:**

Please provide three referees who have recent knowledge of you and can comment on your competence and experience for this position. One of the referees should be your current employer; one your current minister and one a person who knows you well and has known you for at least five years. Referees must not be relatives.

|  |  |  |
| --- | --- | --- |
| 1.  Name  Address  Daytime phone no.  e-mail  Capacity in which they know you | 2.  Name  Address  Daytime phone no.  e-mail  Capacity in which they know you | 3.  Name  Address  Daytime phone no.  e-mail  Capacity in which they know you |
| May we take up your references now? ***YES / NO*** | | |

1. **Declaration**

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| I confirm that to the best of my knowledge the information given in this application is true and correct and can be treated as part of any subsequent contract of employment.  Signed.............................................................. Date............................  Note: applicants may be disqualified if it is discovered that they have knowingly provided false information at any point. |

**To apply:** please send

* this form
* a covering letter explaining why you feel called to this role and explaining how your skills and experience meet the requirements of the role as set out in the Job Description. Please also indicate when you would be available to commence work.
* Details of Ministry Experience - including links to any relevant material, videos or recordings
* Your CV which should include your full employment history with dates and an explanation of any gaps, any relevant voluntary experience and your education history, qualifications and training with dates. Please note that for safeguarding purposes we require your full CV with chronology not selected highlights.

Apply to [recruitment@sptfnsb.org](http://recruitment@sptfnsb.org)