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| APPLICATION FORM FOR THE POST OF: | **Assistant Volunteer Coordinator** |
| WHERE DID YOU SEE THE VACANCY ADVERTISED? |  |

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| **PERSONAL DETAILS** | | | | | | | | | |
| Full Name: | |  | | | | | | | |
| Address: | |  | | | | | | | |
| Tel. Numbers: | |  | | | | | | | |
| Email Address: | |  | | | | | | | |
| National Insurance Number: | |  | | | | | | | |
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| Do you require a permit for working in the UK?  You will be required to produce evidence of eligibility to work in the UK. | | | | | Yes | |  | No |  |
| Details: | |  | | | | | | | |
| Do you hold a full valid driving licence?\* | | | | | Yes | |  | No |  |
| Do you have access to a vehicle?\* | | | | | Yes | |  | No |  |
| \*Alternatively, are you able to travel around the diocese within an appropriate timeframe and/or on short notice? (Only applicable where there is an essential requirement for travel in the person specification) | | | |  | | | | | |
| Please note below any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974 either in the box below or in a separate covering note. If none, please state. | | | | | | | | | |
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| **EDUCATION** | | | | | | | | | |
| Please give details of secondary schools/colleges attended and subjects passed. Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualification concerned. If study was on a part time basis please specify. | | | | | | | | | |
| Name of School/ College/University | From  (MM/YYYY) | | To  (MM/YYYY) | | | Details of examination results or qualifications | | | |
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| **FURTHER TRAINING AND MEMBERSHIP OF PROFESSIONAL BODIES** | | | | | |
| Training courses, certificates, diplomas, including membership of professional bodies, particularly any which are relevant to this post. | | | | | |
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| **EMPLOYMENT** | | | | | |
| Your present (or most recent job) | | | | | |
| Job Title: | |  | | | |
| Current/Most recent Employer: | |  | | | |
| Address: | |  | | | |
| Dates from and to:  (MM/YYYY) | |  | | | |
| Current Salary: | |  | | | |
| Notice Period: | |  | | | |
| Reason for Leaving: | |  | | | |
| Please describe your current or most recent job giving details of your role, responsibilities and working relationships. | | | | | |
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| **Previous Employment:**  Starting with the most recent first, please list in chronological order, giving a brief description of each including responsibilities. | | | | | |
| Dates from and to  MM/YYYY – MM/YYYY | Name of employer and job title | | Salary and benefits | Main Duties | Reason for leaving |
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| **INTERESTS, RECREATIONS AND VOLUNTARY WORK**  Please give details of your main interests outside your employment and any positions held. | | | | | |
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| **YOU AND THE ROLE** | | | | | |
| Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet the criteria listed in the person specification. Please include what attracts you about this role. You may continue on separate sheets and attach if necessary. | | | | | |
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| **OTHER INFORMATION** | | | | |
| Please give us any other information which you think is relevant to this position | | | | |
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| **REFERENCES** | | | | |
| Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives** **are not acceptable.** We reserve the right to contact any or your previous employers. | | | | |
| **Referee 1:** | | | | |
| Name: | |  | | |
| Address: | |  | | |
| Telephone Number: | |  | | |
| Email: | |  | | |
| Position/Occupation: | |  | | |
| Relationship to you: | |  | | |
| May we approach this referee? | |  | | |
| **Referee 2:** | | | | |
| Name: | |  | | |
| Address: | |  | | |
| Telephone Number: | |  | | |
| Email: | |  | | |
| Position/Occupation: | |  | | |
| Relationship to you: | |  | | |
| May we approach this referee? | |  | | |
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| **Declaration:** I declare that the statements in this form are correct. I understand that any job offer will be conditional on references that are satisfactory to Wells Cathedral. For posts which will involve working with children, young people and vulnerable adults a clear enhanced DBS check will be required. | | | | |
| Signature |  | | Date |  |

Please note that information provided on the application form will be viewed by HR, the recruiting manager and interview panel.

Applications should be returned to The Recruitment Office via [recruitment@wellscathedral.org.uk](mailto:recruitment@wellscathedral.org.uk) or Wells Cathedral Offices, Chain Gate, Cathedral Green, Wells, Somerset BA5 2UE