

|  |  |
| --- | --- |
| POST: Choir Chaperone | REF: md02 |
| RETURN TO:  HR Department, 5 College Cloisters, Hereford, HR1 2NG [recruitment@herefordcathedral.org](mailto:recruitment@herefordcathedral.org) | CLOSING DATE:  **Midday on Monday 15 July 2024** |

**PERSONAL DETAILS:**

|  |  |
| --- | --- |
| SURNAME: | TITLE: |
| FORENAME(S): | EMAIL: |
| ADDRESS: | |
| POSTCODE: | TELEPHONE: |

**EDUCATION:** *Please give details of educational establishments attended since age 11*

|  |  |
| --- | --- |
| DATES FROM/TO: |  |
| NAME OF INSTITUTION: | |
| QUALIFICATIONS GAINED: | |
| DATES FROM/TO: |  |
| NAME OF INSTITUTION: | |
| QUALIFICATIONS GAINED: | |
| DATES FROM/TO: |  |
| NAME OF INSTITUTION: | |
| QUALIFICATIONS GAINED: | |

**PROFESSIONAL QUALIFICATIONS / MEMBERSHIPS / COURSES ATTENDED:**

*Please give details of any job related qualifications and training*

|  |
| --- |
|  |

\*Continue on separate sheet if necessary

**EMPLOYMENT HISTORY:** *most recent first, continue on an extra sheet if necessary*

|  |  |  |  |
| --- | --- | --- | --- |
| **CURRENT OR MOST RECENT EMPLOYER** | | | |
| DATES FROM/TO: | | POSITION: | |
| EMPLOYER DETAILS: | | | |
| SALARY: | | NOTICE REQUIRED: | |
| REASON FOR LEAVING: | | | |
| DESCRIPTION OF DUTIES & RESPONSIBILITIES: | | | |
| Name and address of employer | Dates of employment | Position held/Main duties | Reason for Leaving |
|  |  |  |  |

**ADDITIONAL INFORMATION:** *Please set out below any further information to support your application*

*(e.g. past achievements, future aspirations, personal strengths)*

|  |
| --- |
|  |

**INTERESTS, ACHIEVEMENTS & LEISURE ACTIVITIES:** *(e.g. hobbies, sport, club memberships)*

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Are you legally able to work in the United Kingdom? | YES | NO |
| Are you subject to any restrictions or covenants which might restrict your working activities? | YES | NO |
| Are you involved in any activity which might limit your availability to work or your working hours e.g. forces reservist? | YES | NO |
| Are you willing to work overtime and weekends if required? | YES | NO |
| Do you have a current, full, driving licence? | YES | NO |
| Do you have any criminal convictions that remain unspent? | YES | NO |
| *If yes, please detail*: | | |

**REFERENCES:** *Please provide contact details of two individuals from whom we can take references.* ***One should be your most recent employer and references provided by relatives or close friends will not be accepted.***

|  |  |
| --- | --- |
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| POSTCODE: | POSTCODE: |
| TELEPHONE: | TELEPHONE: |
| EMAIL: | EMAIL: |
| RELATIONSHIP: | RELATIONSHIP: |

**Safeguarding**

**Please note the Cathedral is committed to safeguarding the welfare of all children and vulnerable adults and has stringent processes and policies in place to meet this commitment.**

**Declaration**

**I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.**

**I hereby give my consent to Hereford Cathedral processing the data supplied on this application form for the purpose of recruitment and selection.**

**Signed Date**