**Employment Application Form**

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| **Application for employment as:** | Verger – full-time |

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| Surname: |  |  | | | | | First Names: | | |
| Title: | Mr | Mrs | Miss | | Ms | | Other | | E-mail address: |
| Address: | | | | | | | | | |
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|  | | | | | | | | | |
| Postcode: | | | | National Insurance Number: | | | | | |
| Telephone No: | | | | | | Mobile No: | | | |
| Nationality: | | | | | | | | Do you have the right to work in the UK? YES/NO | |
| How did you hear about this vacancy? | | | | | | | | | |

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| --- | --- | --- | --- |
| **Education and Training** | | |  |
| Name of School(s) attended after age 11: | Qualifications: | Dates: | |
|  |  |  | |
| Higher & further education (technical college, evening classes etc.) |  |  | |
|  |  |  | |
| Any other training: |  |  | |

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|  | **Employment History** |
| **Present or last employer:** | |
| Name: | |
| Address: | |
|  | |
|  | |
| Job Title: | |
| Duties: | |
|  | |
| Rate of Pay: | |
| Dates: From: To: | |

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| **Please give similar details of all previous employers:** |
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No approach will be made to your present employer before an offer of employment is made, in which case the offer may be conditional upon receipt of two satisfactory references, one being from your present employer.

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| To comply with Asylum & Immigration Act 1996, employers are now required to see appropriate documentation to establish the identity and  immigration status of potential employees. If you are invited to attend the next stage of our recruitment process, please bring with you documentary evidence of your nationality. This may be a passport, identity card, residence permit or work permit. It is emphasised that you will not be able to commence employment with Southwell Minster before we have seen this evidence and have a copy for our records. |

**Employment Referees**

**Please provide contact details of two referees. We will not contact the referees without obtaining your permission in advance**.

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| **Present or last employer:** | **Second referee for employment** |  |
| Name: | Name: |  |
| Job Title: | Job Title: |  |
| Organisation Name: | Organisation Name: |  |
| Address: | Address: |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Email address: | Email address: |  |
| Phone number: | Phone number: |  |
| For how long and in what context do they know you? | For how long and in what context do they know you? |  |
|  |  |  |

1. I understand that any false or misleading information given in this application may result in my dismissal if I am appointed.
2. I understand that this information may be stored and processed as part of the employer’s recruitment process and give my consent for my details to be used for this purpose.
3. I declare that to the best of my knowledge, the above information and that submitted in any accompanying document(s) is correct.

Signature ­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Method of Application**

To apply for this post, please send your application to the address below. The application should consist of:

(a) a completed application form (which can be downloaded from the Cathedral’s website), which must be signed by hand or with a scanned signature

(b) a letter of application setting out how your skills, experience and training make you suitable for the position

and emailed to [rachel.doe@southwellminster.org.uk](mailto:rachel.doe@southwellminster.org.uk)

or be sent to:

Executive PA

Southwell Minster

The Minster Centre

Southwell

Notts NG25 0HD

**Closing Date: Friday 19th April**

**Interviews: Tuesday 30th April**