

## POSITION APPLICATION FORM

Please delete where applicable, fill out all the fields in full, attach a current CV and return to the HR Coordinator at the address below or email to [hr@trinitycheltenham.com](mailto:hr@trinitycheltenham.com).

<b>POSITION APPLIED FOR:</b>	
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### PERSONAL DETAILS

<b>FIRST NAMES:</b>	
<b>SURNAME:</b>	
<b>DATE OF BIRTH:</b>	/ /
<b>HOME TELEPHONE:</b>	( )
<b>MOBILE TELEPHONE:</b>	
<b>EMAIL ADDRESS:</b>	
<b>FULL ADDRESS:</b> (please include postcode)	

### EDUCATION HISTORY

#### UNIVERSITY/COLLEGE

Please start with most recent.

<b>UNIVERSITY/COLLEGE:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /
<b>COURSE:</b>	
<b>QUALIFICATION:</b>	

<b>UNIVERSITY/COLLEGE:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /
<b>COURSE:</b>	
<b>QUALIFICATION:</b>	

Please use a continuation sheet if necessary.

#### SCHOOLS

Please start with most recent.

<b>SCHOOL:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /
<b>SUBJECTS &amp; GRADES:</b>	

<b>SCHOOL:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /

<b>SUBJECTS &amp; GRADES:</b>	
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Please use a continuation sheet if necessary.

<b>DO YOU REQUIRE/HOLD A UK WORK PERMIT OR VISA?</b>	Yes / No
<b>IF YES, PLEASE ENTER DATE OF EXPIRY:</b>	/ /

## EMPLOYMENT HISTORY

Please start with most recent.

<b>CURRENT EMPLOYER: (if applicable)</b>	
<b>NAME OF ORGANISATION:</b>	
<b>LOCATION OF ORGANISATION:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /
<b>JOB TITLE:</b>	
<b>DESCRIPTION OF ROLE:</b>	
<b>REASON FOR LEAVING:</b>	

<b>NAME OF ORGANISATION:</b>	
<b>LOCATION OF ORGANISATION:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /
<b>JOB TITLE:</b>	
<b>DESCRIPTION OF ROLE:</b>	
<b>REASON FOR LEAVING:</b>	

<b>NAME OF ORGANISATION:</b>	
<b>LOCATION OF ORGANISATION:</b>	
<b>DATES FROM AND TO:</b>	FROM: / / TO: / /
<b>JOB TITLE:</b>	
<b>DESCRIPTION OF ROLE:</b>	
<b>REASON FOR LEAVING:</b>	

Please use a continuation sheet if necessary.

## HOBBIES AND INTERESTS

<b>TELL US ABOUT ANY HOBBIES OR INTERESTS YOU HAVE:</b>	
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## CHURCH ATTENDED

<b>DO YOU ATTEND A CHURCH?</b>	Yes / No		
<b>IF YES...</b>			
<b>NAME OF CHURCH:</b>		<b>FOR HOW LONG?</b>	
<b>NAME OF PASTOR:</b>			
<b>AREAS OF SERVICE:</b>			

## REFEREES

*Please provide the details of two referees, at least one of which should be from professional employment or education.*

<b>FULL NAME:</b>	
<b>FULL ADDRESS:</b> (please include postcode)	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>CONTEXT OF RELATIONSHIP:</b>	

<b>FULL NAME:</b>	
<b>FULL ADDRESS:</b> (please include postcode)	
<b>EMAIL ADDRESS:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>CONTEXT OF RELATIONSHIP:</b>	

<b>ARE YOU HAPPY FOR US TO CONTACT REFERREES AS PART OF THE RECRUITMENT PROCESS?</b>	Yes / No
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<b>HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE, HAD ANY CAUTIONS OR BIND-OVERS?</b>	Yes / No
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## DECLARATION

I declare that the information given in this application for employment including any supporting documents is, to the best of my knowledge, accurate and true. I understand that any false statements or failure to disclose any information required on this form may result in this application being disqualified or my employment being terminated without notice. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service (DBS) check (previously CRB check).

**Signed:** ..... **Date:** ..... / ..... / .....

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment. We may check the information collected, with third parties or with other information held by us. Your details will not be passed to any third parties unconnected with Trinity, except where required by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with the Data Protection Act 1998.