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**APPLICATION FORM**

**Vacancy: Chief Finance Officer**

We follow the [Church of England’s Safer Recruitment Principles](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance) which means that we require job applicants to complete an application form. In order to apply for our vacancy, please complete this form and return it to: E: hr@chichestercathedral.org.uk by **midnight on Tuesday 13 May 2025.**

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| **Where did you see this vacancy?** |  |

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| **Your contact details:** |
| **Name inc title:** |  |
| **Address:** |  |
| **Mobile:** |  |
| **Landline:** |  |
| **Email address:\*\*** |  |

**\*\*** our preferred method of communication is by e-mail

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| **Your referees’ details:** Please give details of two people, one must be your most recent employer, who can provide professional references.  |
| **Referee name inc title** | **email address and telephone number** | **Capacity known to you** |
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| **Dates:** [month & year] | **Organisation/Awarding body/Qualification** |
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| **Your current or most recent employment experience:**  |
| **Dates** month & year | **Organisation** | **Your job title** | **Reason for leaving/ wanting to leave** |
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| **Role** Please briefly outline your responsibilities particularly any that may be relevant to this role.  |
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| **Your previous employment experience:** Please include all other paid employment over the last 10 years as a minimum [if relevant] and any relevant voluntary experience. If there are any gaps over the previous 10 years, please explain why. |
| **Dates** month & year | **Organisation** | **Your job title** | **Reason for leaving** |
|  |  |  |  |
| **Role** Please briefly outline your responsibilities particularly any that may be relevant to this role.  |
|  |
| **Dates**month & year | **Organisation** | **Your job title** | **Reason for leaving** |
|  |  |  |  |
| **Role** Please briefly outline your responsibilities particularly any that may be relevant to this role.  |
|  |
| **Dates**month & year | **Organisation** | **Your job title** | **Reason for leaving** |
|  |  |  |  |
| **Role** Please briefly outline your responsibilities particularly any that may be relevant to this role.  |
|  |
| **Dates**month & year | **Organisation** | **Your job title** | **Reason for leaving** |
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| **Your Supporting Statement:** With reference to the job description, please explain how your knowledge, skills and experience make you a suitable candidate for this position. Please also explain why you want to work for Chichester Cathedral. |
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| **Right to Work** |
| Do you have the right to work in the UK | **YES** |  | **NO** |  |

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| **Criminal Records** [Rehabilitation of Offenders Act 1974] |
| We are required to ask you about any unspent convictions as part of our duty of care to our employees, volunteers, members of the Cathedral Community, visitors to our Cathedral and others. A criminal conviction will not necessarily prevent you from working with us; the decision will depend on the type of offence and its relevance to your role. Some roles will also require full DBS checks.If you do have any unspent convictions, please include details in a sealed envelope. If you would like to discuss any convictions you may have, please contact the Head of HR at: val.timlin@chichestercathedral.org.uk |

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| **Declaration** |
| I declare to the best of my knowledge and belief that all the particulars that I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement, or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and the completion of a medical questionnaire, as deemed necessary by Chichester Cathedral.  |
| **Signature:** |  |
| **Date:** |  |

Please send your completed application form to:

**hr@chichestercathedral.org.uk**

Further details about this vacancy, including a copy of the job description, are available at:[**https://www.chichestercathedral.org.uk/about-us/job-vacancies**](https://www.chichestercathedral.org.uk/about-us/job-vacancies)

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| **Closing date for applications:**Midnight on Tuesday 13 May 2025  | **Interview date:**Thursday 22 May 2025 in person in Chichester |