**P****LITION**

**APPLICATION FORM**

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| **Vacancy** | **Executive Assistant** |
| **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 indicate two people, one must be your most recent employer, who can provide references and the capacity in which they are known to you.  |
| **Referee name inc title** | **email address and telephone number** | **Capacity known**  |
| **1.** |  |  |
| **2.**  |  |  |

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| **Your education and training:** please include details of your education, including any qualifications, relevant training or professional qualifications. |
| **Dates:** [month & year] | **Organisation/Awarding body** | **Education/Qualification** |
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| **Your previous employment experience:** please include all paid employment over the last 10 years as a minimum and any relevant voluntary experience |
| **Dates**[month & year] | **Organisation** | **Role**[brief outline of responsibilities] | **Reason for leaving** |
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| **Your Supporting Statement:** please explain how your knowledge, skills and experience make you a suitable candidate for this position and please refer to the job description when completing this section. |
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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:** | **5.00pm on Tuesday 4 May 2021** |
| **First interview:** | **Thursday 13 May 2021** |
| **Second interview:** | **Friday 21 May 2021** |