



Please complete this first page in block capitals.

POST APPLIED FOR	Marketing Assistant (Part Time, 12 month contract)
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SURNAME	
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FIRST NAMES	
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ADDRESS	
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TELEPHONE (home)	
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TELEPHONE (mobile)	
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EMAIL	
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EDUCATION & QUALIFICATIONS

Please list below all educational and professional qualifications achieved. Continue on a separate sheet if necessary.

Date	Name of School, College or awarding body	Qualifications obtained (with grades)

EMPLOYMENT HISTORY

Please list below all previous employment, including relevant voluntary work. Continue on a separate sheet if necessary.

PRESENT POST

Date	Name and address of employer and job title	Main responsibilities, reason for leaving and salary

PREVIOUS POSTS HELD including relevant voluntary work. Continue on a separate sheet of paper if necessary.

Date	Name and address of employer	Job title, main responsibilities and salary

COMPUTER LITERACY

Please list any courses taken and computer programs with which you are familiar, including some indication of your level of expertise in their use.

CONNECTION WITH THE CHRISTIAN CHURCH

Please give details of any involvement or understanding you may have of working in the Christmas Church, eg. membership of local congregation, participation in parish life, etc.

SKILLS & EXPERIENCE

Use this space to list the skills and experience you have gained which you think would be relevant to this application. The decision to invite you for interview will be based on the information you give in this section. Please DO NOT attach a CV.

REFERENCES

Please give names and addresses of three referees. One should relate to your present or most recent employment.

Your Present Employer

Name.

Position

Address.

Telephone No.

Email.

Name.

Position.

Address.

Telephone No.

Email.

Name.

Position.

Address.

Telephone No.

Email.

HEALTH

Is there anything we need to know about your general state of health in order to offer you a fair selection interview; or anything which you think might affect your ability to carry out the duties of the post?

How many days off work have you had in the last twelve months due to sickness?

Note: The Cathedral may wish to make medical enquiries of your General Practitioner.

OTHER DETAILS

Period of notice required from present employer:

Where did you hear about this vacancy?

I understand that under the terms of the Asylum and Immigration Act 1996, should I be short-listed for the post for which I am applying, I will provide the Cathedral with original documents* showing my entitlement to work in this country.

*Acceptable documents include your National Insurance card, a birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorization allowing you to work in this country.

I accept that as a condition of my appointment I will be required to sign a confidential declaration under the Cathedral's Safeguarding Policy and that I may subsequently be required to obtain a DBS check.

I certify that the information in this application form is true and correct to the best of my knowledge and belief, and understand that the giving of false or misleading statements or withholding information may result in disciplinary action, including dismissal.

Signature: _____

Date: _____

PLEASE RETURN THIS FORM TO:
Ruth Collin, Director of Operations,
Chelmsford Cathedral Office,
New Street,
Chelmsford,
Essex CM1 1TY
ruth.collin@chelmsfordcathedral.org.uk