**Application Form**

How to apply

We actively encourage you to complete this form electronically and submit by email (adding whatever supplementary forms you need). However, if you are completing it on paper, please use black ink. Applications should be addressed to ‘Recruitment’ at Truro Cathedral Office, The Old Cathedral School, Cathedral Close, Truro, TR1 2FQ or email [recruitment@trurocathedral.org.uk](mailto:recruitment@trurocathedral.org.uk)

Please ensure you provide an email address as all formal applicants will be communicated by email where possible.

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| **Personal Details** | |
| **Role Applying for** | Caretaker |
| **Name** |  |
| **Address** |  |
| **Work permit** | Do you require a work permit for employment in the UK? (Y/N) |
| **Phone (day)** |  |
|  | Can we contact you at your daytime phone number? (Y/N) |
| **Phone (evening)** |  |
| **Email** |  |
| **Interview** | Are you available for interview on notified dates? (Y/N) |
| **Notice** | What notice period would you need to give? |
| **Advert** | Where did you see this role advertised? Please tick  **Facebook Twitter Website In Print**  **Other** (please state): |

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| **Education/training**  Please fill in all your relevant education and training in full, including the establishment where you obtained qualifications. Include details of non-accredited short courses**.** Use a separate sheet if necessary | | | |
| **College/School etc.** | **Subject/training** | **Level** | **Date gained** |
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| **Current employer** | |
| **Name/address** |  |
| **Position held** |  |
| **Full or part time?** |  |
| **Date employment commenced** |  |
| **Present salary** |  |
| **Absence** | Number of days absent in the past year due to illness or health problems. |
| **Brief outline of duties/responsibilities** |  |

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| **Previous employment**  Please fill experience and details of you previous employers along with a brief description of your duties and responsibilities and your reason for leaving | | | |
| **Dates** | **Name/address of employer** | **Brief description of duties and responsibilities** | **Reason for leaving** |
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| **Any voluntary experience that may be relevant** |  |

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| **Your skills and experience** | Please use this section to comment on your qualifications to meet our person specification.  **Please supply separate sheet/s** using precisely the same headings as in the person specification including both essential and desirable criteria. |
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| **References** | Please supply details of two referees. One should be from your current or most recent employer. The other should be an independent professional rather than personal contact.  **Please tick here if you do not wish us to take up references with your employer before the interview** |

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| **Referee name** | **Job title/contact details** | **Relationship to applicant** |
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**Your trust is important to us**

We do not share your information with other organisations for their own marketing purposes. For further information on how we look after and use your information please see our Privacy Policy on our website; [www.trurocathedral.org.uk/privacy-policy](http://www.trurocathedral.org.uk/privacy-policy)

**Declaration**

I certify that the information I have given on this application form is accurate and correct to the best of my knowledge. I consent to Truro Cathedral checking any of the details on this form. I understand that the supply of inaccurate or incorrect information, or omission of any material information from this application form, may result in the withdrawal of any offer of employment, or termination of employment.

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| **Signed** |  | **Date** |  |

*Thank you for taking the time to complete this application*