

## Shop Sales and Visitor Assistant

### How to apply

We actively encourage you to complete this email electronically and submission it by email. If you are completing it on paper, please use black ink to help us photocopy and add whatever supplementary forms you need.

The closing date for application forms is 12 noon on 22<sup>nd</sup> May 2018 and interviews will be held on 31<sup>st</sup> May 2018. Applications should be addressed to 'Recruitment' at Truro Cathedral 14 St Mary's Street, Truro, TR1 2AF 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 with by email where possible.**

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

**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

**Current employer**

<b>Name/address</b>	
<b>Position held</b>	
<b>Full or part time?</b>	
<b>Date employment commenced</b>	
<b>Present salary</b>	
<b>Absence</b>	Number of days absent in the past year due to illness or health problems

<b>Brief outline of duties/responsibilities</b>	
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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

**Any voluntary experience that may be relevant**

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**Your skills and**

Please use this section to comment on your qualifications to meet

<b>experience</b>	our person specification. <b>Please supply separate sheet/s</b> using precisely the same headings as in the person specification including both essential and desirable criteria.

<b>References</b>	<p>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.</p> <p><b>Please tick here if you do not wish us to take up references with your employer before the interview</b></p> <div style="text-align: right;"> <input type="checkbox"/> </div>
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Referee name	Job title/contact details	Relationship to applicant

#### 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.

<b>Signed</b>		<b>Date</b>	
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*Thank you for taking the time to complete this application*