



**APPLICATION FORM
FOR THE POST OF ASSISTANT PARISH SECRETARY & RECEPTION
CO-ORDINATOR (PART TIME)**

PERSONAL DETAILS

Name: _____

Address: _____

Telephone: _____ (day) Mobile: _____

e-mail: _____

EDUCATION

School:

Dates:

Qualifications:

Further/Higher Education:

Dates:

Qualifications:

TRAINING AND EXPERIENCE

Please give details of any further training or experience relevant to this post.

EMPLOYMENT EXPERIENCE

Starting with your most recent position, please give details of your employment experience, including your job title and your main duties.

REFEREES

Please give the names and addresses of two people who can act as referees. One of these should be your present or last employer. Please indicate if you are willing for us to contact them immediately.

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Immediate contact: Yes/No

Immediate contact: Yes/No

LETTER OF SUPPORT:

Please enclose a letter of application, telling us why you are applying for this post, and the vision that you would bring to it.

DECLARATION

I hereby declare that to the best of my knowledge the information given within this form is correct.

Signed: _____

Date: _____

CLOSING DATE FOR APPLICATIONS:

Beverley Minster Parish Centre, 38 Highgate, Beverley, HU17 0DN

minster@beverleyminster.org.uk

by 24th August 2017