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| **APPLICATION FOR EMPLOYMENT** - *please read the following information carefully*Please feel free to attach a supplementary CV, which need not duplicate the information you provide on this form. Your covering letter should include: a) what attracts you to the post; b) the experience and skills you would hope to bring; c) how the post would fit into your longer-term career development. |
| The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. The form is divided into two parts. Please complete both parts. Please do not separate any part of the form. Where the application is successful Salisbury Cathedral may, from time to time, wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form, you will be providing Salisbury Cathedral with your consent to all these uses.  |
| **PERSONAL INFORMATION (CONFIDENTIAL)**  |
| POST TITLE: Alto LAY VICAR |
| 1. PERSONAL DETAILS  |
| Name:  |  |
| Address:  |  |
| Contact details  (Please note you will be contacted by email in the first instance) |
| E-mail:  |  |
| Telephone Home:  |    |
| Telephone Work:  |    |
| Mobile:  |   |

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| 2. GENERAL  |
| Please give details of three people who can provide references – please provide at least two referees who you are happy for us to contact prior to interview. Between them, your referees should be able to comment on the following areas:* your present or most recent employment or professional activity;
* your skills as a singer and musician;
* your personal qualities and inter-personal skills;
* your suitability for this particular post, which is a position of trust, involving working with children.
 |
| 1. Name:  |  |
| Address:  |  |
| Tel no:  |  |
| E-mail:  |  |
| Position held:  |  |
|  | May we approach this referee prior to interview?  |
| 2. Name:  |  |
| Address:  |  |
| Tel no:  |  |
| E-mail:  |  |
| Position held:  |  |
|  | May we approach this referee prior to interview?  |

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| 3. Name:  |  |
| Address:  |  |
| Tel no:  |  |
| E-mail:  |  |
| Position held:  |  |
|  | May we approach this referee prior to interview?  |

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| 3. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership and dates.   |
| Schools attended since age 11 | From: | To: | Examinations and Results |
|  |  |  |  |
| College or University | From: | To: | Courses and Results |
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| Further Formal Training | From: | To: | Qualifications |
|  |  |  |  |
| Relevant Training Courses (Name of Organisation) | Dates: | Subject |
|  |  |  |
| Employment History  | From: | To: | Summary of role  |
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| 5. PERSONAL DEVELOPMENT  |
| Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.    |
| 6. OTHER SKILLS  |
| For example, Languages spoken/written (please indicate degree of competence). Computer literacy.  |

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| 7. OTHER INFORMATION  |
| How/where did you learn of this vacancy?  |
| Personal interests and achievements (*Use the space below to list any interests and specific achievements.*) |
| Have you made an application to Salisbury Cathedral before?  |  |  |  |   |
| If yes, please give details:   |
| Are you currently eligible for employment in the UK?   |  |  |  |   |
| Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK. British Passport   |
| Have you ever been convicted of a criminal offence?   |  |  |  |   |
| If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)   |

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| 8.HEALTH (as part of your application you will be required to complete a pre-medical questionnaire) |
| Applications from disabled candidates are welcomed and Salisbury Cathedral will make every effort to ensure a fair selection process.     |
| Are you in good health?   |
| Please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties.    |
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| DATA PROTECTION STATEMENT  |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or against other information held by us. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.  |
| DECLARATION  |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a 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, clearance of child protection procedures, a probationary period and the completion of a medical questionnaire, all of which must be deemed satisfactory by Salisbury Cathedral.  |
| Signed:  |  | Date:  |  |
| **Please return your completed application form by email recruitment@salcath.co.uk****or to HR, The Chapter office, 6 The close, Salisbury, Wiltshire SP1 2EF. The closing date is Friday 28th February 2025 at 12 noon.**  |
| (*Please continue on a separate sheet if necessary, giving page number and title heading.*)  |

**Equality Statement**

Recruitment will be judged solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethic origins, religion or belief and sexual orientation.

**The Recruitment Process**

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical, and DBS check at the appropriate level.