

Please complete all pages in full

**Post Applied for:**

## PERSONAL DETAILS

**Title:** (Mr, Mrs, Miss, Ms, etc.)

**Surname:**

**Forenames:**

**Address:**

**Postcode:**

**Day time Telephone:**

**Mobile:**

**E-mail address:**

**National Insurance Number:**

## Employment (current/most recent)

**Name and Address of current/most recent Employer:**

**Telephone:**

**Post held:**

**From:**

**To:**

**Salary:**

**Notice period required:**

**Reason for leaving:**

**Please give details of your main duties and responsibilities:**

**Employment Experience:** please give details of your previous employment (most recent first)

Name of Employer	Position held	To/From	Reason for leaving

**Education and Training:**

Please give details of secondary education, further/higher education and Qualifications gained.

School/College/University	From	To	Subjects/Examination results

**Other qualifications and relevant training:**

**Membership of Professional Bodies etc.:**

**Hobbies/Interests:**

**ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION**

**Please give details of your relevant skills, knowledge and experience** (see job brief and person specification)

**REFEREES**

Please give the contact details of 3 referees who are not related to you and who are unconnected to the Cathedral.

**Employment reference 1**  
(your most recent employer):

**Name:**

**Position:**

**Relationship:**

**Address:**

**Tel No:**

**E-mail:**

**May we contact prior to interview**  
**Yes/No**

The safeguarding of children and vulnerable adults is an absolute priority at Carlisle Cathedral. Please provide the contact details of 2 people, one of whom should be a professional person or body, who know you well and are willing to provide a reference for you:

<b>Safeguarding Reference 1:</b>	<b>Safeguarding Reference 2:</b>
<b>Name:</b>	<b>Name:</b>
<b>Position</b>	<b>Position</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Address:</b>	<b>Address:</b>
<b>Tel No:</b>	<b>Tel No:</b>
<b>E-mail</b>	<b>E-mail</b>
<b>May we contact prior to interview Yes/No</b>	<b>May we contact prior to interview Yes/No</b>

**Rehabilitation of Offenders Act:**

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’ [http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

**Please give details:**

**Other details:**

**Should you require any special arrangements for your interview e.g. special equipment or access arrangements, please give details below. We will contact you prior to any interview to discuss this further.**

**Are you, to your knowledge, related to any member of staff or any member of Carlisle Cathedral?**

If yes, please give details:

Please let us know where you saw the job advertisement

**DECLARATION**

- I understand that an offer of appointment will be subject to satisfactory references.
- I understand that providing false or misleading information will disqualify me from any appointment or if appointed will render me liable to dismissal without notice.
- I declare that the information I have given is, to the best of my knowledge, true and complete.
- I understand that Carlisle Cathedral will process my personal data in accordance with data protection legislation.

**I agree that the information provided is to the best of my knowledge correct and complete.**

**Signature:** ..... **Date:** .....

**Please return your completed application to:**

**Chief Operating Officer**  
Cathedral Office  
7 The Abbey  
CARLISLE  
CA3 8TZ