

The Palace Trust – Application form

Post Applied For: _____

Personal Details

Title:	Forename:	Surname:
Address:		
Home Telephone Number:		Mobile Number:
Email Address:		

Education and Professional Qualifications

Secondary Schools, Colleges, Polytechnics, Universities and other institutions	Qualifications gained

From - To	Other qualifications / Membership of professional bodies with levels attained

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Other Training Courses

Date	Training courses

Present Employer

Employer's Name and Location	
Position:	Date Appointed:
Salary:	Additional Benefits:
Notice Required:	Reason for Leaving:
Please outline your responsibilities and achievements:	

Employment History – most recent employer first

From - To	Employer's Name and Location	Post Held	Reason for Leaving

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Information in support of application

After reviewing the job description and person specification, describe the essential experience, skills and qualities which you would bring to this role at The Bishop's Palace. This is your opportunity to tell us why we should include you in the next stage of the recruitment process. **Please do not exceed this page.**

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Voluntary Work

From - To	Description	Reason for Leaving

Technical Skills

Please list any software packages you are familiar with, including word processing packages, databases, spreadsheets and internet software. Please also state your level of competency with each.

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References

Name, address and telephone number of two referees. One should be your current or most recent employer. Please indicate with a cross in the box if you **DO NOT** wish the Palace Trust to approach either of the referees before interview.

Name:	Name:
Company Name:	Company Name:
Address:	Address:
Telephone Number:	Telephone Number:
Email Address:	Email Address:

Further Information

Do you hold a current driving licence:	Yes / No
How did you learn of this vacancy:	
National Insurance Number:	
Do you require a permit for working in the UK? You will be required to produce evidence of eligibility to work in the UK.	Yes / No

Please note that if you are returning this application form electronically you will still be bound by the declaration below.

Declaration

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is true and correct. I understand that a false statement may result in termination of an appointment from this application.

Signed: _____ Date: _____

Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. Applications should be returned to Human Resources via recruitment@bathwells.anglican.org or care of Diocesan Offices, the Old Deanery, Wells, Somerset BA5 2UG