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**Vacancy Application Form**

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| **Position applied for:** | **Team Administrator** |

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| Please return your completed application form by email to: | rebeccaherrick@lordsbridge.org |

**PART A: Personal Information**

**Name(s)**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Other names in full:** |  |
| **Preferred First Name:** |  |

**Permanent Address**

|  |  |
| --- | --- |
| Address 1 |  |
| Address 1 |  |
| Address 1 |  |
| City |  |
| Postcode |  |

**Contact Information** (please provide at least one telephone number)

|  |  |
| --- | --- |
| Email Address |  |
| Telephone  |  |

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| --- | --- |
| **Are there any restrictions on your continued residence or employment in the UK? If Yes, please give details:** |  |

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| --- | --- |
| **Please tell us where you found out about this vacancy:** |  |

**PART B: Education and Training**

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| --- | --- | --- | --- |
| **Secondary School(s) attended (include school name and Town)** | **Date started** | **Date finished** | **Subjects / Grades** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **University / College attended** | **Date started** | **Date finished** | **Qualifications achieved** |
|  |  |  |  |

**Please provide details of any other relevant training / qualifications**

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**PART C.1: Current / Most Recent Employment**

**Describe your key roles and responsibilities**

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| --- | --- |
| **Employer** (name and address): |  |
| **Date started:** |  |
| **Date finished:** |  |
| **Role:**  |

 **PART C.2: Full Employment History**

**Please provide an overview of your employment history in the section below**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer (name and address)** | **Start Date** | **End Date** | **Job Title / Summary** |
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| **PART D: Church, Community and Other Interests****a) Responsibilities in the community**Please indicate any responsibilities in the community you have held over the last few years, e.g. school governor, church, political or community service. What did you accomplish? |
|  |

**PART E: Information in Support of your Application**

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| **a) Please describe what led you to apply for this role. What excites you most about it?** |
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| --- | --- |
| **b) Please describe the gifts and experience you believe you would bring to this role. On which two of the person specification points do you feel you score most highly – and what evidence can you give for your choices? In which two of the person specification points do you feel you need to develop further – and how might you seek to do so?**  |  |
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**c) Please include any further information in support of your application in the box below.**

(Continue as you feel appropriate, while keeping your submission relevant and concise.)

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**PART F: References**

References will usually be taken up before interview, in the strictest confidence, for shortlisted candidates unless you indicate otherwise below.

Please complete this section in full. If not in employment, please supply the name of your most recent employer or an academic referee. Please ensure that all your referees are aware of this application.

**Current / most recent employer**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **May we contact this person ahead of interview?** |  |

Please provide details of a second referee from whom references can be requested. This can be a previous employer, another manager within your current employment who knows your work or an academic reference. No personal referees will be accepted.

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Address** |  |
| **Email** |  |
| **Contact Number** |  |
| **May we contact this person ahead of interview?** |  |

**PART G: Availability**

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| --- | --- |
| **When would you be available to start?**  |  |

**PART H: Declaration**

I hereby consent to the processing of my personal details as per the [Lordsbridge Team Data Privacy Policy](https://lordsbridge.org/dataprivacynotice/), in the consideration of this application.

|  |  |
| --- | --- |
| **Print Name** |  |
| **Signed** |  |
| **Date** |  |