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Description automatically generated with medium confidence

# Application for the post of Parish Administrator, St Andrew’s Stapleford

Please complete and email this form to Alastair MacGregor [armacgregor@ntlworld.com](mailto:armacgregor@ntlworld.com)

Completed application forms must be returned on or before **Monday 3 March 2025**

## Your contact details

**NAME:**

**ADDRESS:**

**Email:**

**PHONE NUMBER (daytime):**

**PHONE NUMBER (evening):**

Where did you hear about this vacancy?

## Referees

Please provide three referees. At least one must be your current or most recent employer.

**THIRD REFEREE**

**NAME:**

**ORGANISATION:**

**ROLE:**

**ADDRESS:**

**Email:**

**HOW THE REFEREE KNOWS YOU:**

**May we approach this referee for a reference now? YES / NO**

**SECOND REFEREE**

**NAME:**

**ORGANISATION:**

**ROLE:**

**ADDRESS:**

**Email:**

**HOW THE REFEREE KNOWS YOU:**

**May we approach this referee for a reference now? YES / NO**

**FIRST REFEREE**

**NAME:**

**ORGANISATION:**

**ROLE:**

**ADDRESS:**

**Email:**

**HOW THE REFEREE KNOWS YOU:**

**May we approach this referee for a reference now? YES / NO**

## Career

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your career to date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of employer** | **Job title and summary of duties** | **Reason for leaving** |
| **From** | **To** |  |  |  |
|  |  |  |  |  |

## Education and training

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Place of study** | **Qualifications attained** |
| **From** | **To** |  |  |
|  |  |  |  |

|  |
| --- |
| **Membership of Professional Bodies (if applicable)** |

## Your interest in the post

|  |
| --- |
| Please check the job description before completing this section.  Then:  Explain your interest in the post.  Describe how your skills and experience make you suitable for it.  Tell us about any aspects of the role for which you think you might need training, for example if you have not used Intuit before, but also tell us your experience of learning similar new processes.  You should also use this space to tell us anything not covered elsewhere, which you feel is relevant.  *[Type below and the box will expand]*  **Continue on another sheet if necessary** |

## Rehabilitation of Offenders Act

This post is covered by the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare **all unspent cautions and/or unspent convictions**.

For information on how long it takes for cautions and convictions cautions to become

spent, please refer to the NACRO guide on the [Rehabilitation of Offenders Act 1974](https://www.nacro.org.uk/resource/rehabilitation-of-offenders-act/).

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

* Whether the caution or conviction is relevant to the position applied for.
* The seriousness of any offence revealed.
* The age of applicant at the time of the offence(s).
* The length of time since the offence(s) occurred.
* Whether the applicant has a pattern of offending behaviour.
* The circumstances surrounding the offence(s), and the explanation(s) provided.
* Whether the applicant’s circumstances have changed since the offending behaviour.

If you are unsure about how to answer the questions on this part of the form, please contact NACRO's Criminal Record Support Service on 0300 123 1999 or [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk). You can also use MOJ Disclosure Checker. All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.

|  |
| --- |
| Do you have any unspent cautions or convictions? **YES / NO**  If you have answered yes, please provide details in the space below.  *[Type below and the box will expand]* |

## Access

|  |
| --- |
| Do you have any access requirements in order to attend and take part in an interview? **YES / NO**  If you have answered yes, please provide details in the space below.  *[Type below and the box will expand]* |

# Declaration

I confirm that the information contained on this application form is, to the best of my knowledge, correct and accurate.

I agree to the information being processed in accordance with the General Data Protection Regulation.

**Signed:**

**Dated:**