



THE CHAPTER OF WINCHESTER

EMPLOYMENT APPLICATION FORM SEASONAL JOB OPPORTUNITIES

POSITION APPLIED FOR: BANK/CASUAL POOL STAFF

PERSONAL DETAILS (Please complete this section in **BLOCK CAPITALS** and in **black ink**)

| | | | |
|---|-------------------------|----------------------------|-------------------|
| Surname: | | First Name(s): | |
| Address: | | | |
| | | | |
| | | | |
| Private Tel. No: | | | Business Tel. No: |
| E-Mail: | National Insurance No.: | | |
| Full Driving Licence: | YES/NO | Do you hold a UK passport? | YES/NO |
| Endorsements: | YES/NO | | |
| Are you involved in any activity which might limit your availability to work or your working hours | | | YES/NO |
| If YES, please give full details. | | | |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)? | | | YES/NO |
| If YES, please give full details | | | |
| Have you ever worked for this Cathedral before? | | | YES/NO |
| If YES, please give details | | | |
| Are you related to any person employed by the Dean & Chapter or Winchester Cathedral Enterprises Limited? | | | YES/NO |
| If YES, please give full details: | | | |
| Have you applied for employment with the Cathedral before? | | | YES/NO |
| If YES, please give full details | | | |
| Do you need a work permit to take up employment in the UK? | | | YES/NO |
| How much notice are you required to give to your current employer? | | | |

MEDICAL HISTORY

All appointments are subject to a satisfactory report from the Winchester Cathedral Medical Adviser. To the best of your knowledge, over the last three years, how many days sick leave have you taken?

EDUCATION AND TRAINING

| Schools attended since age 11 | From | To | Examinations and Results |
|--|------|----|----------------------------------|
| | | | |
| College/University | From | To | Details of Qualifications Gained |
| | | | |
| Please give details of membership of any technical or professional associations and when membership started. | | | |
| | | | |
| Job related Training Courses | From | To | Subject |
| | | | |

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

CURRENT SALARY:

| | |
|-----------------------------------|--|
| Name of present or last employer: | |
|-----------------------------------|--|

| | |
|----------|--|
| Address: | |
| | |

| | |
|---------------|--|
| Telephone No: | |
|---------------|--|

| | |
|---------------------|--|
| Nature of business: | |
|---------------------|--|

| |
|---|
| Job title and a brief description of your duties: |
| |

| | | |
|--------------------|-------|-----|
| Length of Service: | From: | To: |
|--------------------|-------|-----|

| |
|-------------------|
| Period of Notice: |
|-------------------|

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

| Name and address of employer | Dates | | Position held/Main duties | Reason for leaving |
|------------------------------|-------|----|---------------------------|--------------------|
| | From | To | | |
| | | | | |

EXPERIENCE

Please give details of work experience, skills and achievements that you would bring be of benefit to this post. Also, please give your reasons why you want to work for Winchester Cathedral.

Work Experience:

Skills:

Achievements:

Reasons why you want to work for Winchester Cathedral:

REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

| | |
|-----------|-----------|
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| | |
| | |
| Tel. No: | Tel. No: |
| E-Mail: | E-Mail: |

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I agree that Winchester Cathedral may hold and use this information about me contained in this application, including any information which falls within the definition of "sensitive personal data" under the terms of the Data Protection Act 1998, for the purposes of processing this application and for personnel management records if an offer of employment is made. If on this occasion no offer is made I agree that Winchester Cathedral may keep a record of my application for 6 months.

If your application is successful a criminal record check will be undertaken to verify this information. Failure to reveal information could lead to the withdrawal of an offer of employment. Your signature on this application form will be regarded as giving permission for such a check to be made

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

[Please insert name if returning by e-mail]

SOURCE OF APPLICATION

How did you hear of this vacancy?

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