**DIOCESE OF NEWCASTLE AND DURHAM**

**JOINT EDUCATION TEAM APPLICATION FORM**(Please use additional pages where appropriate)

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| **Post: Office Administrator** |

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| Surname: (CAPITALS) | | | Title: | | Other names in full: | | |
| Permanent address:  Email address: | | | | | Home telephone no:  Office telephone no:  Mobile telephone no: | | |
| **Present and Previous Employment**  Please provide details of your employment history beginning with your most recent or current role | | | | | | | |
| Dates | | Name and address of | | Position held | | Brief description | Reasons for |
| From | To | Employer | |  | | of responsibilities | leaving |
|  | |  | |  | |  |  |

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| --- | --- | --- |
| Current Salary per annum £ | | |
| Describe your present appointment in terms of its responsibilities and relationships:  I am currently a stay at home parent and a distance learning student. | | |
| Leisure interests, hobbies etc.:  I enjoy spending time with my family, walking my dogs and yoga. | | |
| Any other information which you wish to give: | | |
| **References may be taken up before interview in the strictest confidence for short-listed candidates unless you indicate otherwise below.** Please give the name, full address and email address of your current Manager, from whom references can be requested. | | |
| **Reference 1:**  Your connection or relationship with this person:  Name:  Address:  Email: | **Reference 2:**  Your connection or relationship with this person:  Name:  Address:  Email: | |
| Present Employer:  Name:  Address:  Email address: | | |
| If appointed, when would you be available to take up the post?  Where did you see this vacancy advertised? If you saw the advert on the internet, please specify which website.  Indeed website | | |
| **Eligibility to work in the UK:**  Are you a British subject or a national of any EU country?  If not, do you have the right to work in the UK and a current work permit?  If so, please state the expiry date of your right to work in the UK and/or your work permit: | | |
| To the best of my knowledge and belief, the information supplied by me on this form is correct. Your Personal data will be collected and processed in line with our Job Applicant Privacy Notice, a copy of which is available on our website. | | |
| Signed: | | Date: |
| Please return the completed application form by 12 noon on Thursday 1st June 2023 to:  **NAME** Eileen Bell  **JOB TITLE** Bursar  **ADDRESS** Church House, St John’s Terrace, North Shields NE29 6HS  **EMAIL** [eileen.bell@drmnewcanglican.org](mailto:eileen.bell@drmnewcanglican.org) | |  |