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**Post applied for ………………CHURCH ADMINISTRATOR – APRIL 2022……..**

**Personal Details**

|  |  |
| --- | --- |
| Forename(s): |  |
| Surname: |  |
| Current address: |  |
| Contact number:  |  |
| Email address: |  |

**Employment History**

Please provide details of your current or most recent employment. It is our policy to request references, including from your current or most recent employer.

|  |  |
| --- | --- |
| Job Title |  |
| Employer |  |
| Start date |  |
| End date (if applicable) |  |
| Salary (and benefits) |  |
| Main duties and responsibilities |  |
| Notice required |  |

Please provide details of your previous posts (starting with the most recent). You can include any unpaid or voluntary work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date****(from/to)** | **Job Title** | **Employer/Company** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Qualifications, Skills and Training**

Please provide details of your qualifications, skills and training that are relevant to this post. It is our policy to verify the qualifications of successful applicants.

**Education, Professional and Vocational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date****(from/to)** | **Qualification** | **Organising Body** | **Grade/Level** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Training (including any current studies)**

|  |  |  |
| --- | --- | --- |
| Date(from/to) | Course Title | Organising Body |
|  |  |  |
|  |  |  |
|  |  |  |

**Supporting Information**

In no more than 750 words in total, please provide: Evidence to demonstrate how your knowledge, skills, qualifications and experience meet the criteria for this post; and any further details that you feel are relevant to your application, including why you are interested in this post.

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