**IN CONFIDENCE**

**THE INTER FAITH NETWORK**

**FOR THE UNITED KINGDOM**

**APPLICATION FOR POST OF CLERICAL ASSISTANT**

**8 hours per week, beginning early October 2019**

**Please type or, if handwriting, please write clearly in dark blue or black ink.**

**Please do not enclose a CV.**

**Application deadline: Friday 27 September 2019**

**1. PERSONAL DETAILS**

|  |
| --- |
| Surname: |
| Preferred title: Ms, Miss, Mrs, Mr, Dr or other |
| First Name(s): |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Tel No: Daytime Tel No:  Email address: |

**2. HIGHER EDUCATION**

|  |
| --- |
| Description of degrees (or equivalent) taken, where and when taken, and result awarded |
|  |

**3. SECONDARY EDUCATION**

|  |
| --- |
| Schools, colleges attended since age 11 with exams taken and results awarded  (most recent first) |
|  |

**4. PRESENT, OR MOST RECENT, EMPLOYMENT**

|  |
| --- |
| Present employer's name, address and phone number (if relevant) |
|  |
| Present post held since: Salary:  Title of post: Period of notice required: |
| Please give a brief description of your current duties and responsibilities: |

**5. PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM  month/year | TO  month/year | EMPLOYER | POSITION | REASON FOR LEAVING |
|  |  |  |  |  |

**6. VOLUNTARY WORK**

|  |
| --- |
| Please give details of any relevant voluntary work which you have undertaken in the last 10 years. |

**7. SKILLS AND QUALITIES**

|  |
| --- |
| Please use the list in the Job Description to outline your relevant Skills and Qualities. For computer skills, please indicate with which software packages you are familiar. |

**8. PERSONAL**

|  |
| --- |
| Please explain your personal interest in this post and particular strengths which you think that you could bring to it. |

**9. LEISURE INTERESTS**

|  |
| --- |
| Please list your leisure interests. |

**10. ENTITLEMENT TO WORK IN THE UK**

|  |
| --- |
| I am entitled to work in the UK **Yes No**  All candidates invited to interview will be asked to provide copies of the relevant documentation showing that they are entitled to work in the UK. |

**11. EQUAL OPPORTUNITIES POLICY**

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| --- |
| The Network aims to be an Equal Opportunities Employer and values the contributions which individuals from different backgrounds and with different life experiences can bring to its work.  Do you have any disability which may require adjustments to be made to enable you to apply for the post, take part in the selection process or carry out the job as advertised?  **Yes – (If yes, please give any relevant details)** |

**12. REFEREES**

|  |
| --- |
| Please give details of two people (not members of your family) who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). |
| (1) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) Name: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email address: ­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Connection with you: \_\_\_\_\_\_\_\_\_\_\_\_\_ Connection with you: \_\_\_\_\_\_\_\_\_\_\_\_\_  Do you have any objection to references being sought prior to interview if you are shortlisted? YES / NO |

|  |
| --- |
| Where did you learn of this vacancy? |

|  |
| --- |
| I confirm that the information given on this form is correct.  Signature: Date: |

**Please return this form, by post or fax with a handwritten cover letter, by Friday 27 September to:** Dr Harriet Crabtree, Executive Director, The Inter Faith Network, 2 Grosvenor Gardens, London SW1W 0DH Fax: 020 7730 0414. If you prefer to email your form to [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk) for the attention of the Executive Director, please attach a scanned version of your handwritten signed cover letter.

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