



OFFICE ADMINISTRATOR  
**WOVEN JOINT CHURCHES COUNCIL**  
**NOTTINGHAM**  
 20 Hours per week – 6 month contract



## APPLYING FOR THE POST

**Please fill in and return these following 2 pages of application, along with:**

- **Your CV**, which needs to include your employment history in full, and your education and qualifications, plus hobbies and other interests.
- **A covering application letter** that states in full the reasons for applying for this post and in what ways you believe you match the Job Profile and Person Specification. Please include as much detail as possible on how your experience and skills match the position.

**Please return completed application to Lyn Kent at: lyn.kent@wearewoven.church**

### PART A - Personal Details

Surname	Forenames (please underline the name you wish to be known by)
Title Mr/Mrs/Miss/Ms/Other	
Address	Telephone Numbers Home Work Mobile
Postcode	
Date of Birth	Email

Please say how you learned about this post .....

What period of notice would you be required to give for your current post?.....

Please state whether there are any adjustments that you may require to enable you to fully participate in the recruitment process eg wheelchair access.

.....

Do you hold a current full driving licence? YES / NO

Do you have any points on your licence? If yes, how many? .....

**Eligibility of Work** - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office. If shortlisted, we would ask you bring the relevant documentation with you on the date of interview.

## References

Please give the names and addresses (including email if possible) of two persons to whom we may apply for references. One reference please from someone able to comment on your abilities as an administrator, and the other who can comment generally on your character. Please obtain their permission.

We expect to take up references before the interview, unless you have indicated otherwise.

Are there any references which you would prefer not to be taken up before interview? **Yes / No**

First reference (work related):

Name
Email address:
Address
Occupation

Second reference (Character):

Name
Email address:
Address
Occupation

## Application

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Disclosure and Barring Service (DBS) checks and medical proving satisfactory, and that this post commences with a probationary period of 6 months.

For this post, any offer is subject to a Disclosure and Barring Service (DBS) check, in which case, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.

Signature ..... Date .....