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**Job Application Form**

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| Job Applied for: **Communications Officer** | Ref: **n/a** |

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| Surname: |
| First Name(s): |
| Address: |
| Email: |
| Contact Telephone Numbers  Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.  Home:  Work:  Mobile: |

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| Do you have the legal right to work and live in the UK?  **NB: Please note, should you be short-listed for interview, you will be required to bring your passport or equivalent documentation as outlined by the Home Office and UK Border and Immigration regulations for verification purposes. Please view attached paperwork for further details.** |
| Do you require any special arrangements for interview and/or to help you take up this role? |
| **Rehabilitation of Offenders Act 1974**  Do you have any convictions which are not ‘spent’ within the meaning of the Act?  If so please give full details. |

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| **Education – Professional, Postgraduate, First Degree/Diploma** | | | | |
| Please list all **degrees/diplomas/professional qualifications** etc held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome. | | | | |
| From - To  Month/year | | Higher Education Institution | Award and Title of Award (HND/Degree/Dipl/Msc/PhD etc) List main subjects below title | Results  (expected/awarded) |
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| **Education – Prior to Higher Education** | | | | |
| Please list all qualifications achieved (other than higher education) **e.g. - GCSEs, A Levels etc. List most recent first** and give all results known whatever the outcome. | | | | |
| From - To  Month/year | | School/College | Examinations  Taken | Results awarded |
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| **Employment and Work Experience** | | | | |
| Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight (\*) the two most relevant and note what you have achieved. | | | | |
| **From - To**  **Month/Year** | | **Employer** | **Job Title/Responsibilities** | **Achievements** |
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| **Other Training** |
| Please list any courses you have undertaken, including dates and duration, which did not lead to a qualification and which you feel are relevant to the advertised role. |
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| **Personal Interests/Achievements** |
| Use the space below to describe **with dates (year)** any part-time activities. Include organising, leading of group activities. Those requiring initiative, creativity or giving intellectual development are also of interest. |
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| **Supporting Statement** |
| Please explain why you would be suitable for the post, giving examples of the qualities and experience you will bring to it. Use the criteria on the person specification to structure your statement. |
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| **References** | |
| Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer or client if you are undertaking consultancy work. The other should be a person who is able to comment on your ability to perform the role for which you are applying. | |
| Name: | Name: |
| How is the referee known to you? | How is the referee known to you? |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |

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| **Availability** | |
| Are you available for interview 6 July 2023? | Please give the date from which you are available to commence this role: |

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| **Declaration** |
| 1. I acknowledge that an appointment, if offered, will be subject to satisfactory references which are acceptable to the United Reformed Church.   2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action. |
| Signed: Date:  Name (please print) |

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The United Reformed Church, National Synod of Wales,  
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