



# Holy Trinity Church Cambridge

## APPLICATION FOR EMPLOYMENT Facilities Assistant

Please return to [andy.ironson@htcambridge.org.uk](mailto:andy.ironson@htcambridge.org.uk) by 5pm on the 8<sup>th</sup> April 2024  
(Please use a separate sheet of paper if there is insufficient space for any of your answers.)

<b>1. PERSONAL DETAILS</b>		
<b>Title:</b>	<b>Surname:</b>	<b>Forename(s):</b>
<b>Address:</b>	<b>Mobile Phone:</b>	
	<b>Home Phone:</b>	
	<b>Work Phone:</b>	
	<b>May we contact you at work? YES / NO</b>	
<b>Email:</b>	<b>National Insurance Number:</b>	
<b>Nationality:</b>		If you are not a British passport holder or you do not have the permanent right to remain in the UK, you will require a work permit.
<b>Do you require a work permit for employment in the UK?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>If you already have a work permit, when does it expire?</b> (Please note that your current work permit may not be valid for this post.)
<b>Have you lived outside the UK for more than a total of twelve months in the last ten years?</b> If Yes, please explain:		<b>YES / NO</b>
<b>Post you are applying for:</b>		

<b>2. EDUCATION AND PROFESSIONAL QUALIFICATIONS</b>					
University / Secondary School(s)	Date from	Date to	Examinations Taken (E.g. BA English, A-Level)	Date	Results

### 3. PRESENT / MOST RECENT EMPLOYMENT

Name and Address of Employer:

Position Held:

Dates of Employment:

Please outline your duties & responsibilities:

What is the reason for leaving or wishing to leave?

### 4. PREVIOUS EMPLOYMENT

Name and Address of Employer:

Position Held:

Dates of Employment:

Please outline your duties & responsibilities:

Reason for leaving:

<b>Name and Address of Employer:</b>	<b>Position Held:</b>	<b>Dates of Employment:</b>
<b>Please outline your duties &amp; responsibilities:</b>		
<b>Reason for leaving:</b>		

<b>5. TELL US ABOUT YOURSELF</b>
<b>Please tell us about yourself, both personally and professionally. What do you love, what do you enjoy doing in your spare time, what was your favourite job and why?</b>

**What skills and experience make you the right candidate for this role? Please describe how you fulfil the requirements for this position and what you would bring to it. Mention any relevant previous experience you have had, whether employed or voluntary.**

**Why do you want to work at HT and what is it about this opportunity that most excites you? What would you be most hoping for in working for Holy Trinity?**

**How would a close friend describe you?**

And how would a friendly critic?

## 6. OTHER INFORMATION

Do you hold a current UK driving license?

*This is not a requirement of the role*

Yes ☐ No ☐

Do you consider yourself to be disabled under the Equality Act 2010?

Yes ☐ No ☐

If invited for an interview do you require any assistance/adaptations to help you attend?

Yes ☐ No ☐

If yes, what assistance/adaptations do you require?

## REHABILITATION OF OFFENDERS ACT 1974

Do you have any criminal convictions?

Yes ☐ No ☐

If Yes, please give details on a separate sheet.

## 7. REFERENCES

*Please give the names and addresses of three people who are willing to provide a reference. One must be from a previous employer, please.*

Referee 1	Referee 2	Referee 3
Title (Dr, Mrs etc.) :	Title:	Title:
Name:	Name:	Name:
Job title/how do they know you:	Job title/how do they know you:	Job title/how do they know you:
Organisation:	Organisation:	Organisation:
Address:	Address:	Address:
Telephone:	Telephone:	Telephone:
Email address:	Email address:	Email address:

<b>Please state if we can obtain this reference prior to interview:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Please state if we can obtain this reference prior to interview:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Please state if we can obtain this reference prior to interview:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

## 8. DECLARATION

I declare that the information I have given in this application for employment form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The information provided by you on this form as an applicant will be stored either on paper records or a computer system under the Data Protection Act 2018 and the GDPR (2016/679) and will be processed solely in connection with recruitment and monitoring.

**Holy Trinity Church   Market Street   Cambridge   CB2 3NZ**

**Tel: 01223 355397**

**[www.htcambridge.org.uk](http://www.htcambridge.org.uk)**