|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **C0NFIDENTIAL** | | | | | | |
| *You should read the job description carefully before completing this form. It is important that you complete the form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. If you require any assistance, please contact The Dean’s Personal Assistant* (*020 7367 6720*). *Please type or use* ***black*** *ink as the form will be photocopied.* | | | | | | |
| APPLICATION FOR THE POST OF SUB-ORGANIST & ASSISTANT DIRECTOR OF MUSIC | | | | | | |
| PERSONAL DETAILS   Surname Title  Address First Name (s)    Tel No (Home)  Tel No (Business) | | | | | | |
| **EDUCATION, PROFESSIONAL** & **TECHNICAL DETAILS** | | | | | | |
| Name of school/college/university/  professional institution | | | Subject | Qualifications gained  (and grades) | | Date |
|  | | |  |  | |  |
| **DETAILS OF EMPLOYMENT/CAREER** | | | | | | |
| **PRESENT POST** | | | | | | |
| Date From To | | Position held  (Please indicate major features) | | | Reason for leaving  and final salary | |
|  |  |  | | |  | |
| **POSTS HELD (APART FROM PRESENT POST)**  *Please list these carefully with dates in chronological order, most recent first.* | | | | | | |
| Date From To | | Position held  (Please indicate major features) | | | Reason for leaving  and final salary | |
|  |  |  | | |  | |

|  |
| --- |
| RESPONSIBILITIES IN THE WIDER COMMUNITY *(if any)* *Please indicate with dates, tasks you may have undertaken for the wider community e.g. membership of Rotary/Lions clubs, Hospital or Community Action Groups etc, School Governor, Political service.* |
| CONTINUING EDUCATION *Please list training courses attended, further studies being undertaken.* |
| COMPUTER LITERACY *Please list any courses taken and computer programmes with which you are familiar, including some indication of your level of expertise in their use.* |
| AREAS OF INTEREST *(if any*) *Please indicate any interests you may have – these could include special areas of concern, e.g. particular issues in contemporary life, international matters, academic, musical or artistic interests etc.* |
| **CHRISTIAN ETHOS**  Given the nature of the organisation for which you would be working if appointed there is an expectation that you would have regard for our Christian ethos. Please indicate how you might show yourself as being "in sympathy with the aims and objectives of the Christian Church and of the Anglican Tradition” (whether through a formal church connection or not). |

|  |
| --- |
| **EXPERIENCE AND REASONS FOR APPLICATION**  Having due regard to the Job Description and Person Specification, please say why you feel you are suitable for this post with reference to previous experience gained in employment, voluntary work and/or your personal life and any other relevant information. Please ensure that you address fully the requirements of the Person Specification and wherever possible provide practical examples to support your submission. You may add additional sheets but only to an absolute maximum of three sides (including this one). |

|  |
| --- |
| **REFERENCES**  Please give names and address of three referees, one of which should relate to your present or most recent employment. We will not contact referees until after interviews and any job offer has been made, unless you say that we can contact them earlier. May we contact referees before interview? Yes.............. No...............  Your Present Employer Name  Name Position  Address Address      Tel No. Tel No  Fax No. FaxNo.  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name  Position  Address      Tel No.  Fax No.  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OTHER DETAILS Period of notice required  Please indicate how you heard of this vacancy    Do you hold a current driving licence? Yes No  Do you have a car at your disposal? Yes No |
| I understand that under the terms of the Immigration, Asylum and Nationality Act 2006, should I be short-listed for the post for which I am applying, I will provide the Diocese with an original document from a list provided by them\* showing my entitlement to work in this country.  \*Acceptable documents include combinations of such items as NI card, birth certificate issued in the UK or Eire, a P45 from your previous employer, a valid passport, or any relevant authorisation allowing you to work in this country. |
| I accept that as a condition of my appointment I will be required to sign a confidential declaration under the Cathedral’s Safeguarding Policy and that I may subsequently be required to obtain a satisfactory Enhanced DBS disclosure. |
| I certify that the information in this application form is true and correct to the best of my knowledge and belief, and understand that the giving of false or misleading statements or withholding information may result in disciplinary action, including dismissal.    SignatureDate |
| Please return this form by 12 noon on Saturday 16 July to: Ms Marie TimsPA to The DeanSouthwark CathedralLondon BridgeLondon SE1 1HW or to: marie.tims@southwark.anglican.org  Interviews will take place on Monday 25 July. |