

Guidelines for completing the application form

Personal Details

Please ensure this information is accurate and clear in order that we may contact you should you be shortlisted.

Referees

The referees you nominate should be your line managers from your current and most recent jobs.

Education and Training

List relevant education, training, qualifications and membership of professional organisations.

Employment History

Please list the jobs you have held starting with the most recent.

Information in support of your application

By looking at the person specification, give examples of how you meet the criteria and how this is relevant for this application. Examples can be taken from work, volunteering, community, extra-curricular activities etc. If the post has an occupational requirement (OR) , please state how you meet this.

Declaration on pages 6

Please sign and date the application form to certify that the information you have given us is correct.

Making your application

Please return completed application to David Sayers at cathedraladmin@holytrinity.be by 17:00 hours on 10 July 2014.

If you have not heard from us within four weeks of the closing date you should assume your application has been unsuccessful.

Application form

Please complete using black ink or type.
 If you require assistance to complete this form please contact David Sayers at cathedraladmin@holyltrinity.be.



BISHOP OF EUROPE

Post applying for	Ref No.
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Personal Details	
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Title	Surname
Forename	
Address	Telephone (Home- daytime)
Postcode	Mobile
Email:	Email:
Are you eligible for work in Belgium?	

Referees	
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Name	Name
Position	Position
Address of Organisation	Address of Organisation
Telephone	Telephone
Email	Email

May we contact your referees before interview? Y/N

What is the period of notice you would be required to give your current employer?

EDUCATION AND TRAINING

Based on the job description list education, training, any relevant professional qualifications and membership of professional organisations. Please give details.

EMPLOYMENT HISTORY

Starting with your current/most recent appointment (clergy applicants please state parish), indicate what you have done in the last 10 years. Please include the contact name and full address of previous employers.

Name and address of employer	Start and leave date	Post held and brief description of responsibilities	Reason for leaving

INFORMATION IN SUPPORT OF YOUR APPLICATION

Looking at the person specification, give examples of how you meet the criteria. Examples can be taken from work, volunteering, community, extra-curricular activities etc. If the post has an occupational requirement (OR) , please state how you meet this.

Declarations

I confirm that the information given on this form is correct and understand any incorrect information given may lead to dismissal.

Signed

Date