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| Harnhill Centre of Christian Healing  Harnhill Manor  Harnhill  Cirencester  Gloucestershire  GL7 5PX | |
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Application for Bookings and Ministry Administrator

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| Your details |  |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Phone: |  |
| Email: |  |

## Education and training

Please give details:

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## Qualifications

Please give details:

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## Employment history

### Your current or most recent employer

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| Name of employer: |  |
| Address: |  |
| Postcode: |  |
| Job title: |  |
| Pay: |  |
| Length of time with employer: |  |
| Reason for leaving: |  |

Duties:

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### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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Previous Experience and Interests

Please give an example of something that you have done well and enjoyed in the past five years?

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What are your interests apart from work?

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## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

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## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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If offered the position, when can you start working for us?

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## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## Driving Licence

Have you ever been refused a driving licence? YES/NO

Have you ever been convicted of a driving offence? YES/NO

Have you ever been convicted of any criminal offence?\* YES/NO

\*Please note above any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. Employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at [www.harnhillcentre.org.uk](http://www.harnhillcentre.org.uk)

## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

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| Signature: |  | Date: |  |