



Parish Administrator Application Form

Please complete this form electronically and return to office@stfrancisstrood.org, together with the candidate monitoring form and your CV by 20th June 2025. If you are unable to complete the form electronically, please print off this document and the candidate monitoring form, complete by hand and then send scanned copies, along with your CV, to the email address given. Please also contact this email address if you have any queries.

Confidential

1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surname(s) if different:		Preferred Name or Title (Optional):	
Address:		Tel No (home):	
		Tel No (business):	
		Tel No (mobile):	
E-Mail address:		Nat. Insurance No:	
Nationality:			
Do you need a work permit to be employed in the UK?		If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of this job post?			

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification may be required at a later stage)

Secondary School / College / University	Examinations taken & Grades Achieved

3. CURRENT OR MOST RECENT POST

Title of Post:		Business of Employer:	
Name of Employer:		Date Commenced:	
Employer Address:		Date Ended (if applicable):	
		<i>No approach to a current or previous employer will be made without express permission and such approaches will only be made at a later stage in the recruitment process.</i>	
Please outline your responsibilities.			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			

4. PREVIOUS EMPLOYMENT (Please use continuation sheet if necessary)

Name and Address of Employers	Position(s) held	Reason for leaving	Salary
Description of duties:			

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Description of duties:			

5. OTHER INFORMATION

<p>Experience – please give details of your experience and any specialised knowledge which you consider relevant to your application, referencing the main responsibilities given in the role description.</p>
<p>Responsibility/Accountability – Please describe your experience in decision making/problem solving.</p>

Systems and Applications – please give details of your experience with computer systems (please include details of packages used and competency level).			
Working for the St Francis Team- please explain why you would like to work for St Francis, Strood and why you are looking to leave your current employment.			
What activities outside work interest you? (You may also wish to state any positions held that you consider relevant).			
Do you hold a current driving licence?		Do you have access to a car?	

6. Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?	
If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:	

7. REFERENCES

Referee 1

Referee 2

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	

Address:		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Please state if we may obtain this reference prior to interview		Please state if we may obtain this reference prior to interview.	

8. DECLARATIONS

I declare that

1. I can support the Ethos Statement as given below
2. I may be asked to undertake a DBS check if I progress in this process
2. I have given true and complete information given in this application form
3. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating any resulting employment.

Name:		Date:	
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The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.

Diocesan Ethos Statement

Although there is no requirement for successful candidates to be practicing Christians, there is a requirement for candidates to declare that are supportive of the Ethos Statement given below.

The ethos of the Diocese of Rochester, which is based on the doctrine and practice of the Church of England is the motivation for all our work. It is to work together to extend the Kingdom of God on earth by living out a lifestyle of love, truth, justice, mercy, and forgiveness, according to God's teaching. We are inspired by the message, life, and example of Jesus Christ through which God's unconditional love for all people is expressed.