



# West Church

Celebrating and Serving Jesus Together

## Application for Church Administrator

Applicants must complete all sections of the form in full and should not submit a Curriculum Vitae. To facilitate photocopying please complete in BLOCK LETTERS USING BLACK INK.

### Application No.

(For Official Use Only)

1 PERSONAL DETAILS		
Surname:	Previous Surname(s):	Title
Forename(s)		
Address:	Telephone number: (Home)	
Postcode:	(Daytime contact number)	
E-mail address:	Do you have the right to work in the UK? Yes/No (evidence may be requested)	

2 EMPLOYMENT HISTORY				
Name and address of employer:	Dates of appointment: From      To	Position/Grade:	Nature of duties:	Reason for leaving

**3 EDUCATION**

(Original documentary evidence will be required from the successful candidate)

Subject	Level of exam	Examining Body	Grade obtained/ expected	Year

**RELEVANT INFORMATION**

Please provide details of how you meet the criteria together with any additional information you consider relevant to the post – page 3 may also be used.

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(This page may be used as a Continuation sheet if required)

### 3 REFERENCES

Please give the names and addresses of two referees, one of whom should be a previous or current employer able to comment on your suitability to work and/or your ability. Prior consent of referees should be obtained. Preferences must not be submitted with this form.

1	2
Position held:	Position held:
Period of notice required:	

### DECLARATION (Canvassing/False Declaration/Consent/Data Protection)

1) The information supplied by me in this application is correct to the best of my knowledge and belief and acknowledge that if I am appointed to the position now sought statements of material fact herein subsequently discovered to be untrue may be considered by West Church as sufficient grounds to warrant termination of my appointment on the grounds of misconduct. I declare that I have not canvassed in any way.

2) The information on this form is required by West Church for the purpose of processing my application. The information is covered by the provisions of the General Data Protection Regulation. I understand that my signature is authorisation for the Church to process and retain the information for the purpose(s) stated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please complete and return this form, to the address below, by 7 December 2018**

**(Please mark envelope 'Private and Confidential')**

Mr Ned McConnell  
c/o West Presbyterian Church  
15-19 Ballymoney Road  
Ballymena  
Co Antrim, BT43 5BS