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| **Vacancy Application Form** |
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| **POST APPLIED FOR:**  |
| **1. PERSONAL INFORMATION** |
| **SURNAME:**  | **FORENAME(s):**  |
| **DATE OF BIRTH:**  | **ADDRESS (for correspondence):**  |
| **TELEPHONE:**  | **EMAIL ADDRESS:**  |
| **RELIGIOUS DENOMINATION / FAITH:**  |  |
| **2. MOST RECENT EMPLOYMENT**  |
| **JOB TITLE:**  | **CURRENT SALARY:**  |
| **NOTICE PERIOD:**  |
| **Please describe the main duties and responsibilities of this post:**  |

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| **3. EMPLOYMENT HISTORY** |
| **Please give details of employment and explain any gaps in your employment record** |
| EMPLOYER | JOB TITLE | FROM | TO | REASON FOR LEAVING |
|  |  |  |  |  |

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| **4. EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS** |
| INSTITUTION | FROM | TO | QUALIFICATION | DATE OF AWARD |
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| **5. REFERENCES** |
| Please give the names and addresses of three persons from whom references may be obtained.One must be your current or most recent employer. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative. |
| **Present Employer**Name: Address: Post Code: Tel No: Email:Can reference be taken upimmediately? YES / NO | Name: Address: Post Code: Tel No: Email:Can reference be taken upimmediately? YES / NO |
| **6. GENERAL** |
| Do you hold a full current UK driving licence? YES / NOWould you have the use of a car for the purpose of this post? YES / NOAre you related to any member of the Cathedral or Diocesan staff? YES / NO |
| Please give details of any convictions, including date of conviction and sentence imposed: |
| If appointed, when would you be available to take up the post? Where did you see this vacancy advertised?  |
| **7. DECLARATION** |
| To the best of my knowledge and belief the information supplied by me on this form is correct. I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 2018, involved in the consideration of this application. |
| Signature: Date:  |

**Equal Opportunities Monitoring**

The information provided on this part of the application form will be used by Llandaff Cathedral for monitoring purposes to ensure that we are not intentionally or unintentionally discriminating against any groups or individuals.

**This information will not be used in the recruitment process.**

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| **Name** |  |
| **Post applied for** |  |
| **Gender** |  |
| **Date of Birth** |  |

**1. Ethnic origin**

Please tick the category that most represents your race/ethnic origin

|  |  |
| --- | --- |
| White: British |  |
| White: Irish |  |
| White: Other |  |
| Mixed: White & Black Caribbean |  |
| Mixed: White & Black African |  |
| Mixed: White & Asian |  |
| Mixed: Other  |  |
| Asian or Asian British: Indian |  |
| Asian or Asian British: Pakistani |  |
| Asian or Asian British: Bangladeshi |  |
| Asian or Asian British: Other |  |
| Black or Black British: Caribbean |  |
| Black or Black British: African |  |
| Black or Black British: Other |  |
| Chinese |  |
| Other ethnic group |  |
| Decline to declare |  |

**2. Disability**

Do you have a disability within the terms of the Equality Act 2010? If so, please briefly explain below.

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