DIOCESE OF NOTTINGHAM

Nottingham Roman Catholic Diocesan Trustees Registered Charity Number 1134449
St Hugh's House, 1 Castle Quay, Nottingham, NG7 1FW
Tel: 0115 953 9800

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

Please complete all sections of this form fully before returning it. If all sections are not completed, your application may not be processed.

Application for the position of Parish Administrator –
Churches and Social Centres

PERSONAL DETAILS

Name

Address

Telephone numbers

Home: Work:

Mobile: Email:

How do you prefer to be contacted? Phone Email

EMPLOYMENT

Present/last employer

Address

Job Title

Commencing date

What were you required to do?

Reason for leaving

Gross annual salary (include details of salary scale and spine point if applicable) £

Notice required:

May we approach them for a reference at this application stage Yes □ No □

Employment history and work experience

Please complete in chronological order, starting with the most recent

Employer's name, address and nature of business	**Full or part time**	**Job title and brief description of duties and responsibilities**	**Dates employed month/year (from – to)**	**Reason for leaving**

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information on this form must provide a complete chronology from the age of 18. Please ensure there are no gaps in the history of your education, employment and other experience.

Dates (from – to)	**Activity**

If you have ever been ordained and/or been a member of a religious community, please provide details here:

Post 11 education and training

Please compete in chronological order, starting with the most recent.

Full name and address of establishment	Full or part time	Dates attended month, year (from – to)	Date of award	Awarding body and registration number (if known)	Award and classification

Post-Graduate qualification

Higher Education Qualifications

School/college Qualifications

Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the last 3 years which you consider relevant to this post.

Course Title	Course provider	Length of course	Dates From - to	Award/ classification (if applicable)

GENERAL

Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) (Give details): Yes □ No □

Have you ever been accused of inappropriate conduct in work or subject to allegations or complaints about your conduct? Yes □ No □
(If yes, give details)

Have you ever been the subject of a civil authority investigation into a concern about a child in your care or investigated under adult protection services? Yes □ No □
(If yes, give details)

Do you have a current (within 3 years) clear DBS check at Enhanced Level for Children and Adult workforce? Yes □ No □
If not, we will ask you to apply before working in the diocese.

Membership of professional organisation(s):

If offered this position, will you continue to work in any other capacity (Give details): Yes □ No □

WORK PERMITS

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? Yes □ No □

If you are successful in your application, would you require a work permit to work in the UK? Yes □ No □

HEALTH

Please describe any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job:

INTERESTS/HOBBIES
(Include details of offices held)

REFEREES
Please advise how they know you and if there is any reason why a reference may not be taken up at this application stage. One of these should be your last employer.

1st referee Name:

Address:

Tel: Email:

Relationship to you:

2nd referee Name:

Address:

Tel: Email:

Relationship to you:

Supporting statement; Please provide a written statement of no more than 1000 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post.

OTHER RELEVANT INFORMATION
Is there anything else which might affect our decision to offer you employment?

Please return to office@dioceseofnottingham.uk by email. Closing date Tuesday 24th November 2026 at 9am.

Please complete all sections of the form fully before returning it. Incomplete forms may not be accepted and processed.

Safeguarding Statement; The Diocese of Nottingham is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

Data protection
The Diocese is committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection.
We require the information we have requested on this form in order to process your application for employment.
Please complete this section if you would like to give your consent to the Diocese holding and processing your personal data for the particular purpose of applying for this job.
My name is:

……..

I consent to the Diocese retaining my data on my personnel file for the duration of my employment if I am appointed, and for 6 months if my application is unsuccessful, after which time it will be securely destroyed.

You have the right to withdraw your consent at any time and can do so by informing the Diocesan Data Protection Officer.
You data will be stored and managed in accordance with the Diocesan Data Processing Policy which can be provided on request.

Signed: …… Date: ……..

Immigration, Asylum and Nationality Act 2006
The Diocese will require you to provide evidence of your entitlement to undertake the position applied for and/or your ongoing entitlement to live and work in the OK in accordance with the above act. By ticking the box below, you confirm that you are legally entitled to work in the UK, and you will promptly provide documentary evidence of such entitlement when requested.

Declaration

I sign below to confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false or incomplete statement may be sufficient cause for rejection or, if employed, dismissal.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children or vulnerable adults.

Signature Date