**HARBORNE BAPTIST CHURCH**

*Learning to live with God and to love like Christ.*



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# APPLICATION FORM

**OFFICE ADMINISTRATOR**

**PART TIME CONTRACT (10 hours)**

**Closing date – 5:00pm on Friday 20th October 2023**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | |
| Title |  | | | |  | |  | | |
| Surname |  | | | |  | |  | | |
| First Name |  | | | |  | |  | | |
| Name normally used |  | | | |  | |  | | |
| Nationality |  | | | |  | |  | | |
| Eligibility to work in UK *(documentary evidence required)* | | | | |  | |
| UK passport  🞏 | Visa Required Leave to remain  🞏 🞏 | | | |  | |
| Permanent Address |  | | | | | | | | |
| Telephone |  | | | Mobile No | |  | | | |
| Email address |  | | | | | | | | |
| Telephone no. where you can be contacted on or after Monday 23rd October 2023, if different from above | | | | | |  | | | |
| **JOB APPLICATION** | | | | | | | | | |
| **EDUCATION** | | | | | | | | | |
| School Examinations (add lines or continue on a separate sheet if needed) | | | | | | | | | |
| O level / GCSE and equivalent | | | | A Level | | | | | |
| Subject | | Date | Grade | Subject | | | | Date | Grade |
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| Subsequent technical / professional / college / university education or training (add lines or continue on a separate sheet if needed) | | | | | | | | | | |
| Date | Institution | Subject | | | | | Qualification | | Grade / Class of  Degree | |
|  |  |  | | | | |  | |  | |
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| **JOBS / WORK EXPERIENCE** | | | | | | | | | | |
| Jobs (with dates) since you left school (add lines or continue on a separate sheet if needed) | | | | | | | | | | |
| Dates | Company / Institution | | Job Title | | Brief description of role | | | | | |
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| **ADDITIONAL TRAINING COURSES RELEVANT TO THE POST** | | | | | | | | | | |
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| Do you have a current Disclosure & Barring Service (DBS) disclosure? | | | | Yes 🞏 | | Date of Issue: | |  | | No 🞏 |
| If not, do you consent to undertake a disclosure? | | | | Yes 🞏 | | | | | | No 🞏 |
| What particular aspects and skills of your current and previous work and experience make you believe you are suitable for this role? | | | | | | | | | | |
| You will work collaboratively with the Church Centre Manager, the Minister and other church members. Describe your past experience of working in a team environment. | | | | | | | | | | |
| What attracts you to the role of Church Office Administrator? | | | | | | | | | | |
| How do you see the role of Church Office Administrator contributing to Harborne Baptist Church’s Vision? | | | | | | | | | | |
| Is there any other information about your experience, interests and gifts which you wish Harborne Baptist Church to know as they consider your application? | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| Do you have any medical conditions or disabilities that may affect your application? If ‘Yes’ are there any reasonable adjustments, which you feel should be made to the recruitment process to assist you in your application to the post? | | | | |
| Will you be available on Wednesday 8th November 2023 if invited for interview? | | | | |
| How did you hear about this post? | | | | |
| **REFERENCES** | | | | |
| Please give details of two people, at least one of whom should be a recent employer, who know you well and can report on your suitability for the different aspects of the post outlined in the job description. Please note that references will be taken up prior to interview, unless you have indicated clearly here that you would prefer us not to do so. | | | | |
| Name |  | | Telephone |  |
| Address |  | | Email |  |
| Relationship to you | |  | | |
| Can we contact this referee prior to interview? | | Yes/No | | |
| Name |  | | Telephone |  |
| Address |  | | Email |  |
| Relationship to you | |  | | |
| Can we contact this referee prior to interview? | | Yes/No | | |
|  | | | | |
| **SIGNATURE (type your name here)** | | | **DATE** |  |

Please return this form **by 5pm on Friday 20th October 2023** to Revd Pete Maycock - [minister@harbornebaptistchurch.org](mailto:minister@harbornebaptistchurch.org)