

Parish Administrator

Application Form

Closing date for applications

2nd February 2026

Interviews will be held between

11th February 2026

Please complete and send this form by email to: Kathryn Stevens admin@bosworthbenefice.org.uk

Where did you hear about the vacancy? _____

Name:			Address:	
Email:			Telephone no:	

Please provide the details for referees, one of which must be your current or most recent employer.

	Referee 1	Referee 2
Name:		
Company/Organisation:		
Address:		
Telephone no:		
Email:		
In what capacity do you know this referee?		
May we approach them for a reference now?		

**Beginning with your current or most recent employer, please give details of your career to date:
Continue on a separate sheet if necessary**

Dates From / To	Name and address of employer	Job title and summary of duties	Reason for leaving

Relevant qualifications / training

Date	Place of study	Qualification attained

Membership of professional bodies (if applicable)

Are you able to provide your own transport? _____

Please give your reasons for applying for this post. You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.

Do you have the right to work in the UK? _____

Please note that you will be required to produce documentary evidence of your right to remain and work in the UK if you are invited to interview.

Health:

Please specify any special access requirements you may have in order to attend an interview.

Do you have any health related condition that would affect your ability to carry out functions that are intrinsic to the office? (See person specification for details.)

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signed: _____

Date: _____