

St Clement's Parish Property Trust
Premises Care Officer
(12 hours per week)



www.stclements.org.uk

Application Form

Please feel free to expand the number of rows, or increase the box sizes, as needed.

Please return this form to:

By Post:

General Manager
St Clements Parish Property Trust
St Clement's Centre
Cross Street
Oxford OX4 1DA

By email:

general.manager@stclementspt.org.uk

Deadline for application: 31 March 2020

Your Details

Full Name:

Former names:

Home address:

Postcode:

Telephone:

Daytime:

Evening:

Mobile:

Email:

How long have you lived at the above address?

If less than 12 months, please give the following information:

Previous address:

How long did you live there?

Please give details of **recent employment** over the last five years (or longer if relevant) starting with the most recent.

Name and address of employer	
Position held	
Reason for leaving	
Dates employed	From: To:
Responsibilities	

Name and address of employer	
Position held	
Reason for leaving	
Dates employed	From: To:
Responsibilities	

Name and address of employer	
Position held	
Reason for leaving	
Dates employed	From: To:
Responsibilities	

Please give details of **experience and skills** that may be relevant
If you wish, you may also attach a copy of your CV.

Please give details of any **relevant qualification or appropriate training**

Specific course(s) or training relevant to this post	Result achieved	When

References

Please give the name, address, telephone number and position or relationship of two people who know you well. We ask that this includes references from your current employer, if you are currently in employment, unless there are specific reasons why this is not appropriate – in which case, please indicate this. References will not be sought without prior approval from you.

Referee 1

Full Name:

Role:

Address:

Postcode:

Telephone:

Email:

Referee 2

Full Name:

Role:

Address

Postcode:

Telephone:

Email:

All information will be held safely and in confidence, in accordance with **current Data Protection legislation.**

If successful, when would you be able to begin working in this role?

If successful, are there any specific days of the week that could not be included in your working pattern?

Declaration

I confirm that the information I have submitted is correct and complete.

Signed

Date

This job may be subject to an enhanced DBS criminal records check and requirement to undergo Church of England safer recruiting processes and checks and will require proof that you have permission to work in the United Kingdom.