

**APPLICATION FOR THE POST OF**

**CHAPEL MANAGER/HEAD VERGER**

**JANUARY 2025**

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| **PERSONAL DETAILS** |
| Title:  | Forenames: | Surname:  |
| Former Surname: (Maiden name or any previous change of name) |
| Current Address:  |
| Previous Address: (please provide details of your previous address, if at your current address for less than five years) |
| Home Phone: | Work Phone: |
| Mobile: | E-mail:  |
| National Insurance Number: |

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| **SECONDARY EDUCATION** |
| Date | Secondary School(s) attended | Post 16 Qualifications obtained | Grades |
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| **PLEASE GIVE DETAILS OF ANY GAP YEAR OR EQUIVALENT** |
| Date | Details |
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| **UNIVERSITY/COLLEGE EDUCATION** |
| Date | University/College Attended | Qualifications Obtained | Class of Degree |
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| **PROFESSIONAL QUALIFICATIONS** |
| Date  | Details |
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| Do you have the right to work in the UK? | YES / NO |
| If answer to above is NO, please give further details: |  |

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| **EMPLOYMENT HISTORY** (please supply a full history in reverse chronological order of all employment, including voluntary work, since leaving secondary school) |
| Date | Name and address of employer | Position held | Reason for leaving |
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| **Current or most recent salary** (if applicable): | £ |

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| **EXISTING CONTACTS WITHIN THE SCHOOL** (please indicate if you have any close family or personal links with any existing employees or governors at the School) |
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| **GAPS IN YOUR EMPLOYMENT HISTORY** (if there are any gaps in your employment history, eg looking after children, sabbatical year, please give details and dates) |
| Dates | Details |
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| **SKILLS, INTERESTS AND HOBBIES** (please provide details of any particular interests you have which may support your application) |
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| **REFEREES** (please provide the names, addresses and position of two referees: a written reference will always be required from your most recent employer, and from the employer by whom you were most recently employed to work with children) |
| Name:  |
| Position: |
| Address:  |
| Phone: | E-mail:  |

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| Name:  |
| Position: |
| Address:  |
| Phone: | E-mail:  |

**I declare that, to the best of my knowledge, the information given in this application form is correct.  I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal.  I am not the subject of a Prohibition Order, disqualified from work with children or subject to sanctions imposed by a regulatory body.**

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| Signed\*: | Date:  |

**\*If you are sending this form to us via email then you should note that, in the absence of a signature, the emailing of this application constitutes your personal certification that the details are correct.**

**New College and New College School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Safeguarding and Child Protection Policies we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & Confidential for the Dean of Divnity’. The successful applicant will be subject to Barred List clearance and DBS clearance at enhanced level.**

**Please email completed forms to Revd Dr Erica Longfellow on** **chaplain@new.ox.ac.uk****.**