Your application

Complete the fields, save your completed copy and return it to enquiries@comae.org.uk. On a phone or tablet, use a PDF app that supports fillable forms. Check your answers are saved before sending.

The role

Position applied for

Select

Full-time or part-time

Select

Hours available if part-time

Availability and notice period

Personal details

Forenames

Surname

Home address

Postcode

Email address

Home telephone if applicable

Mobile telephone

Please return all pages together as one PDF. Contact the office if you need this form in another format.

Practical details and education

Practical details

Do you own a car?

Select

Do you hold a current full driving licence?

Select

Do you need a work permit or visa to work in the UK?

Select

Education and qualifications

School or schools attended

Examinations and results

University, college or training provider

Further or higher education and professional qualifications

Other relevant training or qualifications

Employment history

Start with your present or most recent employer. Use the next page for earlier roles, and attach extra pages if needed.

Present or most recent employment

Employer name

Job title

Starting date

Leaving date or Present

Employer address

Duties and responsibilities

Previous employment

Employer name

Job title

Starting date

Leaving date or Present

Employer address

Duties and responsibilities

Earlier employment

Continue your employment history, starting with the next most recent role.

Previous employment

Employer name

Job title

Starting date

Leaving date or Present

Employer address

Duties and responsibilities

Previous employment

Employer name

Job title

Starting date

Leaving date or Present

Employer address

Duties and responsibilities

Interests and experience

Interests and hobbies

Pastimes, sports or interests, particularly those relevant to the role

Community and voluntary experience

Dates, organisation name and address, position and duties

Public duties

Any public duties you undertake, such as local councillor or magistrate

Other work

If offered this position, would you continue any other work?

Select

If yes, please give details

Your referees

Please give two referees. One should be your most recent employer. The second may be a previous employer or someone who can provide a character reference, but not a family member.

Referee one

Full name

Relationship to you

Address

Telephone

Email if known

Referee two

Full name

Relationship to you

Address

Telephone

Email if known

We will use these details to obtain references in support of your application. If you need to discuss when your current employer may be contacted, please tell us when returning the form.

Future vacancies (optional)

☐ I agree that the Community of St Antony & St Elias and Maria Skobtsova House Ltd may keep my name, contact details, skills and experience for up to 12 months from receipt of this application, to contact me about suitable vacancies.

Leave unticked if you do not wish to opt in. This will not affect your application. Withdraw at any time by emailing enquiries@comae.org.uk. Details kept for future vacancies will be deleted after 12 months, or sooner if you withdraw. If you remain interested after 12 months, you are welcome to submit an updated application with a fresh opt-in. This may be particularly helpful for management roles, where vacancies arise less frequently.

Checks and declaration

Criminal records and DBS checks

We consider applications from people with previous convictions. Relevant posts are subject to an Enhanced Disclosure and Barring Service (DBS) check. A criminal record is considered in relation to the role and does not automatically exclude an applicant.

Some cautions and convictions are protected by law and do not need to be disclosed. Do not include details of protected records. The second question below applies only to roles eligible for a Standard or Enhanced DBS check; contact us if you are unsure.

Do you have any unspent conditional cautions or convictions?

Select

For eligible roles: do you have adult cautions or spent convictions that are not protected?

Select

If you answer Yes, contact the office to arrange a confidential disclosure to the Personnel Manager. Do not write conviction details in this application. Guidance on protected records is available from the DBS filtering guide on GOV.UK.

Recruitment policy

It is the Community's policy to employ the best qualified personnel, provide equal opportunities for promotion and training, and not discriminate because of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical or mental disability, or offending background.

Declaration

I authorise the Community to obtain references to support this application and release the Community and referees from liability caused by giving and receiving information. I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature or typed full name

Date

Your name and date confirm the declaration above. Please complete your supporting statement on the following pages before returning this form.

Your supporting statement

Please explain why you would like a position in the Community and what skills, knowledge and experience you would bring. Refer to the job description and person specification. Continue on the next page if needed.

Your statement

There is more space on page 9 if you need it. Please return the complete application as one PDF.

Supporting statement (continued)

Use this page if you need more space for your supporting statement. You can leave it blank if you have finished on the previous page.

Your statement - continued

Save a copy of the complete PDF and email it to enquiries@comae.org.uk. Check that your answers on all pages are saved before sending.

We use your information to consider your application and carry out recruitment checks. Our privacy notice is available at www.comae.org.uk/privacy-cookie-policy/. For privacy questions, please contact the office.