

 **Parish of St Mark’s Reigate**

# Application for the post of: Parish Administrator & Personal Assistant to the Vicar

# Part-time: 20 hours per week - Pay: £11per hour

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| --- | --- |
| **Full name:** | **Last working position held with dates:** |
| **Date of birth:** |   |
| **Former name (if applicable):** |  |
|  | **Please provide two referees, one of which should normally be from your current/last employer or other professional person:** |
| **Home address:** |
|  | **Reference 1:** |
|  | **Name:** |
| **Postcode:** | **Address:** |
| **Telephone number** |  |
| **Mobile:** |  |
| **Home:** | **Postcode:** |
|  | **Telephone:** |
| **How long have you lived at the above address?** |
|  | **Reference 2:** |
| **If less than 12 months, please supply your previous address:** | **Name:** |
|  | **Address:** |
| **Postcode:** | **Postcode:** |
| **How long did you live there?** |
|  | **Telephone:** |
| **Church attended:** | **Signed:****Print name:****Date:** |
| **Name of Incumbent/Minister:** |

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**Previous relevant experience and qualities you would bring to this role:**

Your privacy is important to us and we are committed to keeping your personal information confidential and secure. For more information on how we process your data, please see our privacy notice which is available on our website and church noticeboard.

www.stmarksreigate.co.uk