



# Diocese of Westminster

## HUMAN RESOURCES DEPARTMENT

STRICTLY CONFIDENTIAL

Position applied for :
Location :

1. Personal Details	
surname: title: address:  post code:  email:	forenames:  telephone no. home:  mobile:

2. Education and Qualifications				
secondary schools attended	from	to	exams & grade achieved	date
universities/colleges attended	from	to	exams & grade achieved	date
other courses	from	to	certificates	date

3. Current employment				
employer's name and address	position held, duties and responsibilities	start date	current salary	reason for leaving
State any other benefits of current employment (e.g. bonus, pension, car loan, etc.)				

Please reply to: HR dept, Vaughan House, 46 Francis Street, London, SW1P 1QN

Tel: 020 7798 9167 Fax: 020 7798 9012 E-mail: [humanresources@rcdow.org.uk](mailto:humanresources@rcdow.org.uk)

Registered Charity No. 233699 – Website: [www.rcdow.org.uk](http://www.rcdow.org.uk)

**4. Employment history**

<b>employer's name &amp; address (most recent first)</b>	<b>type of business</b>	<b>position held</b>	<b>start date</b>	<b>end date</b>	<b>reason for leaving</b>	<b>annual salary on leaving</b>
<i>Please continue on a blank sheet if you require more space</i>						

**5. Statement in support of application**

*Please continue on a blank sheet if you require more space*

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**6. Additional information**

**Do you have any disabilities which may affect your employment?** **Yes / No**

Please tell us if :

- a) there are any reasonable adjustments we can make to assist you in your application
- b) there are any reasonable adjustments we can make to the job itself to help you carry it out
- c) You require assistance to attend this interview

**Do you require a work permit to work in the UK.** **Yes / No**  
**if so please give details:**

**What are your interests and hobbies?**

**Why does this job interest you?**

**Where did you see this job advertised?**

**If offered the post, when could you start work with us?**

**7. Referees**

**We require the details of two referees, unrelated, one of whom should be your current employer.**

**Can we contact referees prior to interview?** **Yes/No**

**name:**

**name:**

**address:**

**address:**

**email address:**

**email address:**

**Telephone number:**

**Telephone number:**

**How long have you known your referee and in what capacity?**

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**8. Appointments**

**Some appointments will be subject to a Disclosure and Barring Check as part of our child and vulnerable adults' protection policy.**

**Do you consent to this check being carried out?** **Yes/No**

**9. Signature of Applicant:**

**Date:**

**I declare that to the best of my knowledge the information I have given is a full and true account in every respect**

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## **Equal Opportunities Monitoring Form**

The Diocese of Westminster strives to operate a policy of equal opportunity and not discriminate against any person because of sex, race, colour or national origin. To help us monitor this, will you please provide details below. This information will only be used for this purpose.  
*Completion is entirely voluntary and is not required for consideration for employment.*

**What is your ethnic group? Please chose ONE section from A to E, then circle or highlight the appropriate box to indicate your cultural background.**

**A White**

British

Irish

Any other White background (please specify)

.....

**B Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background (please specify)

.....

**C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify)

.....

**D Black or Black British**

Caribbean

African

Any other Black background (please specify)

.....

**E Chinese or other ethnic group**

Chinese

Any other (please specify)

.....

**F Religion (optional)**

What is your religion?

None

Anglican

Catholic

Muslim

Buddhist

Hindu

Jewish

Sikh

Any other religion (please specify)

.....

G. Are you male / female?

H. Date of birth.....

Name .....Date.....

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