

THE PARISH OF ROMSEY



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 Vicar: The Reverend Thomas Wharton

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 Parish Office
 Church Lane
 Romsey
 Hampshire
 SO51 8EP

CONFIDENTIAL

ROMSEY ABBEY STAFF APPLICATION FORM

Please use black pen when completing this form

Application for the post of

Applicant's details

Last name		First name	
Any previous last names		Title	
Address			
			Postcode
Day time contact no.		Evening / Mobile no.	
Email address			

Education and qualifications

Secondary / further / higher education

Establishment (Name & town)	Dates		Qualification / Grade / Date awarded
	From	To	

Job related training

Institute / courses studied	Dates		Standard or level achieved and date awarded
	From	To	

Current employer

Employer's name			
Address			
			Postcode
Post held		Date appointed	
Notice period			

Previous experience (most recent employer first)**Please include details of gaps in employment here**

Employer's name and type of business	Post held	Date		Reason for leaving
		From (MM/YY)	To (MM/YY)	

Reasons for applying for this post

Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification. Please use page 3 and 4 for this, you may add one additional side of A4 page, minimum font size 10, if necessary.

In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time.

Christian Ethos

Given the nature of the organisation for which you would be working if appointed, there is an expectation that you would have regard for our Christian ethos. Please indicate how you might show yourself as being “in sympathy with the aims and objectives of the Christian Church and the Anglican Tradition” (whether through a formal church connection or not).

References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Pease ensure your referees are aware you have provided their names and contact details.

Present employer Details	Other Referee Details
Name	
Position	
Address	
Tel No	
Email Address	

Where did you see the advertisement for this post?			
Further information and declaration			
Do you hold a UK driving licence?		YES	NO
Do you have the use of a car for work?		YES	NO
Would you require sponsorship (previously a work permit) to take up this post?		YES	NO
National insurance number			
Please state whether, to the best of your knowledge, you are related to a member of the Parochial Church Council (PCC) of Romsey Abbey or senior employee of Romsey Abbey including members of clergy.			YES NO
If YES, please state the nature of relationship and the name of the PCC member or senior member of staff of Romsey Abbey or clergy.			
Nature of relationship:			
<p>I hereby confirm that the information I have given above is true.</p> <p>I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.</p>			
Signature of Candidate		DATE	
Privacy notice			
Please see our Data Protection and Privacy Notice documents on our website. https://www.romseyabbey.org.uk/about/safeguarding-policy/			

Form updated January 2026