



The United Benefice of Coxheath, East Farleigh Hunton, Linton and West Farleigh

APPLICATION FORM

PERSONAL DETAILS

PART A

Role: Personal Assistant and Benefice Administrator	
Family Name (BLOCK CAPITALS):	Other Names in Full:
Permanent Address:	Temporary Address (if applicable):
Telephone No.:	Telephone No.:
Home:	
Mobile:	
E-mail address:	

EDUCATIONAL AND TRAINING DETAILS**PART B****Secondary and Higher Education**

Secondary Schools attended:	from	to	Details of subjects, and examination results:
University/College (and other Further Education):	from	to	Details of subjects and examination results and qualifications held:

Attendance at training courses relevant to your employment

Course title:	Organising body:	Date and details:

Membership of professional bodies

Body:	Date of admission:

EMPLOYMENT DETAILS

PART C

Present or most recent employment

[illegible]

Details of voluntary work, or other relevant experiences:

Outside interests, hobbies, membership of societies etc.:

Additional Information

This space is provided for any additional information you consider relevant to your application. Please include details of relevant experience and your reasons for applying for this vacancy

Experience – please give details of your experience and any specialised knowledge which you consider relevant to your application:

Please feel free to use an additional sheet if necessary.

Systems and Applications – please give details of your experience with PCs and/or computer systems (please include details of packages used and competency level):

Please feel free to use an additional sheet if necessary.

Any other information to support your application:

Please feel free to use an additional sheet if necessary.

Particular Requirements

It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for interview.

Please give any details of any particular arrangements you will need us to make in order for you to attend an interview:

Please describe any particular requirements you may need at work, these can be discussed with you at interview:

Criminal Conviction

Have you ever been convicted of a criminal offence other than Motoring offences and spent convictions? Yes/No

If yes, please specify on a separate sheet and attach to this form

Do you have a National Insurance Number? Yes/No

Are there any restrictions on you taking up employment in the UK? Yes/No

The successful candidate will be required to produce their passport to verify this statement.

TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT

Signed.....

Date.....

HOW TO SUBMIT YOUR APPLICATION FORM

PART F

All completed application forms must be submitted by 28th November 2025. Please ensure that your form is returned by the deadline.

Submission Options

Email: Send your completed application form to beneficejobs@outlook.com

Post: You may post your application to the following address:

United Benefice of Coxheath, East Farleigh, Hunton, Linton and West Farleigh
c/o 4, Norrington Road,
Maidstone,
Kent ME15 9RB

GUIDANCE NOTES ON COMPLETING THE APPLICATION FORM

The purpose of these notes is to provide you with some guidance on completing the application form.

Please **DO NOT**

- (a) submit a CV instead of completing this form
- (b) enclose additional material with this form, (eg, printed matter), other than additional pages when you run out of space on the form.

The job description and person specification will list the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for interview and as a basis for the interview itself.

GENERAL POINTS

Part A – Personal Details

This section asks for some basic details about yourself. Please fill in the details as requested.

Part B – Education and Training

Please give as many details as you can about your education and training. Formal qualifications and relevant experience or training will be considered whether it be at work, in the home or in your social life.

Part C – Employment Details

Please include a brief summary of the main duties and responsibilities in your present and in any previous position. Check that dates are correct and in the right order. Where you have a break in your employment history, please give details about the date and what you were doing at this time, (eg, travelling, bringing up a family, studying, unemployed).

Part D – Information in support of your application

This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life, (eg, home, work, leisure interests), that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in this section; and please specify examples of your own responsibilities and achievements, (not those of your section, branch or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. You must provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements rather than just saying that you can.