



**St Stephen with St John
Westminster**
www.sswsj.org

ST STEPHEN'S CHURCH, ROCHESTER ROW,
LONDON, SW1P 1LE
Tel: 020 7834 0950

JOB TITLE: Bursar/Finance Officer
JOB APPLICATION FORM
Submit your application to: parishoffice@sswsj.org by
Monday 6th of June 2022

1 APPLICANT

Full name

**Address (including
postal code)**

Telephone and email

Telephone (day)*

Telephone (evening)

Mobile

Email

** provide a week-day daytime contact number only if we may use it.*

Current availability

If successful in your application, when would you be free to start (how much notice period are you required to give?)

2 EMPLOYMENT

If you are in work, please give details of your post, giving a brief account of your duties, duration of employment and reasons for leaving. If you are not in work, please give an account of your most recent post.

3 PREVIOUS EMPLOYMENT

Give dates, starting with the most recent employment.

Dates	Employer	Position	Reasons for leaving

4 EDUCATION & QUALIFICATIONS

Please provide details of your education and qualifications.

Include secondary and any higher education

Educational Establishment	Qualifications gained and grade	From	To

Other training or qualifications

Membership of any professional or other bodies

5 SUPPORTING INFORMATION

Please demonstrate how your skills and experience, including any unpaid work, enable you to fulfil the essential criteria of the Job Description. Please include any information, comments or ideas relevant to the post or any interests or achievements. We will use what you say here to decide who is to be short-listed. Please, therefore, pay careful attention to the requirements of the post and post-holder and be sure to address them here.

6 INTEREST

Please state briefly why you wish to apply for this post. What aspects of the job description or of this Church attract you particularly?

7 REFERENCES Please give names, occupation, addresses and telephone numbers of two people who can provide references if you are short-listed for the job. One should be your present or most recent employer. The other should have knowledge of your work.

Referee A

Name & Address	Occupation:
	Email address & telephone number:

Referee B

Name & Address	Occupation:
	Email address & telephone number:

Tick here if you do not want your present employer contacted unless we are considering appointing you to the post.

8 RIGHT TO WORK

Is your permission to work in the UK

- Permanent
- Until _____ (please specify date)
- To be sought

9 DECLARATION

I hereby confirm that the information given is to the best of my knowledge true and complete. I understand that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.

	Date	
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Please tell us where you saw the advertisement for this post.