



St Laurence Church & Centre, Catford

37, Bromley Road, London, SE6 2TS. (020) 8698 9706

CONFIDENTIAL APPLICATION FORM

Section 1

Please send your completed application by email to manager@stlaurencecatford.org.uk before midday 1st August 2025

Please refer to the job description and person specification before completing this application form.

We value diversity, promote equality and encourage and welcome applications from suitably skilled candidates from all backgrounds. Members of the recruitment panel will consider information you provide against the person specification for the role to decide whether you will be shortlisted for an interview. It is essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. Please note that CVs on their own are not accepted.

The shortlisting panel will only review the information contained in section two of this form. Section one (your name and contact details) will be added back to your form prior to interview if you proceed to this stage, but section three (your equal opportunities data) will be separated and stored separately throughout the process.

Position applied for

Job title	Administration Assistant
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Personal information and address for correspondence

First name(s)	
Last name	
Address	
Postcode	
Tel. home	
Tel. work	
May we contact you at work?	Yes / No
Mobile	
Email	

Entitlement to work in the UK

To take up this post you must have the right to work in the UK.

Please note that St Laurence Catford does not hold a sponsor licence and therefore cannot issue certificates of sponsorship under the points-based system.

Criminal convictions

Having a criminal record will not necessarily bar you from working for St Laurence Church and Centre – much will depend on the background and circumstances of your offence.

For this post, an offer of employment will be subject to an enhanced DBS check.

Have you had any previous convictions not regarded as spent under the Rehabilitation of Offenders Act 1974?

Yes / No

If yes, please send details under separate, confidential cover to:
The Vicar, St Laurence Catford, 31, Bromley Road, London, SE6 2TS.

References

Please provide the details of two people who may be approached for references. One of these should be your present or most recent employer, the other could be someone who knows you in a work related, voluntary or academic capacity. Both referees should be able to comment on your suitability for the post applied for. References will only be taken up for successful candidates following interview.

Referee 1 – name and role

Address and postcode

Telephone

Email

In which context does this referee know you?

Referee 2 – name and role

Address and postcode

Telephone

Email

In which context does this referee know you?

Data protection

We will keep the data obtained from this application form in secure conditions in accordance with data protection requirements. The information will be used for selection purposes and kept securely by St Laurence's, and destroyed after 12 months unless you are subsequently appointed in which case the information will be kept as part of your employment record which may also be used and kept by St. Laurence's. We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation

Declaration by applicant

The information I have supplied in this application form and accompanying sheets is complete and correct. I understand that if I provide false or misleading information I may be disqualified from the selection process or be dismissed if I have been appointed. I agree that the information I have supplied can be stored on computer or held manually as detailed in the section above.

Name:

Signed:

Date:

Section 2

Information, experience, knowledge, skills and abilities

Why are you the right candidate for this role?

It is essential that you complete this section in full.

- Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the Person Specification.
- Please ensure that you address all the criteria on the person specification using the same order.

continue on separate sheet if required

Career history

Please include your current / previous employment (including job training schemes), voluntary work, community activities, school placements, time caring for dependants etc. Please put in date order, starting with the most recent, for a minimum of five years. (Continue on a separate sheet if necessary.)

Employer's name and address and type of business.	State position held and outline briefly the nature of the work and your responsibilities.		
	Dates:	From	To
	Reasons for leaving:		
	Notice period (if current position):		
	Dates:	From	To
	Reasons for leaving:		
	Dates:	From	To
	Reasons for leaving:		
	Dates:	From	To
	Reasons for leaving:		
	Dates:	From	To
	Reasons for leaving:		

Other relevant activities

Please give details of any other relevant roles (including unpaid, voluntary and community work)

Dates	Group or organisation	Nature of activity

Educational history

Please give details of educational qualifications you have obtained from school, college, university etc.

Institution	Subject	Level	Grade

Training courses

Please give details of any training you have attended which is relevant to the post that you are applying for

Course dates	Course title and areas covered	Course provider	Level/grade (if applicable)

Professional development

Please give details of any professional qualifications, including membership of any professional bodies.

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SECTION 3

Diversity monitoring

Please note Section 3 will be detached before sending your application to the recruitment panel for shortlisting

Job title:	Admin Assistant
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St Laurence Catford is committed to valuing diversity and promoting equality. We encourage and welcome applications from suitably qualified candidates from all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

In order to achieve these aims we need to know about the diversity of people who apply to work for us. Please help us by providing the following information.

All information will be treated confidentially and will be separated from your application form before making any selection decisions.

Data Protection Act 1998

St Laurence Catford will record the information given for the purposes of recruitment and selection monitoring. If you become an employee of ST LAURENCE'S the information will be processed for the purposes of personnel administration only. The information will be retained for monitoring purposes only.

Thank you for your co-operation.

This information will not affect your application.

Age

D <25 D 25-34 D 35-44 D 45-54 D 55-64 D 65+

Gender

D Female D Male D Prefer not to say

Ethnic origin

How would you describe yourself?

Choose **one** section and tick the appropriate box within it.

A White

D British
D English
D Scottish
D Welsh
D Northern Irish
D Irish
D Gypsy or Irish Traveller

D Any other White background, please state.....

B Mixed Heritage

D White and Black Caribbean
D White and Black African
D White and Asian
D Any other Mixed background, please state.....

C Asian or Asian British

D Indian
D Pakistani
D Bangladeshi
D Any other Asian background, please state.....

D Black or Black British

D Caribbean
D African
D Any other Black background, please state.....

E Chinese or other ethnic group

D Chinese
D Arab
D Any other, please state.....

F D Prefer not to say

Disability

ST LAURENCE'S believes that people are disabled by the barriers society places in their way and not by their own impairments. We believe everyone has a role to play in society and we want the organisation to benefit from the widest range of talent available.

Do you consider yourself to be a disabled person or do you have a long-term health condition?

☐ D Yes ☐ D No ☐ D Prefer not to say

Sexual orientation

What is your sexual orientation?

☐ D Bisexual
☐ D Gay man
☐ D Gay woman / lesbian
☐ D Heterosexual / straight
☐ D Other
☐ D Prefer not to say

Religion or belief

Which group below do you most identify with?

☐ No religion
☐ D Christian (incl. Church of England, Catholic, Protestant & other denominations)
☐ D Buddhist
☐ D Hindu
☐ D Jewish
☐ D Muslim
☐ D Sikh
☐ D Other, please state.....
☐ D Prefer not to say

From which website publication or other source did you FIRST learn of the post?