

St. John the Baptist Burscough

APPLICATION FORM

Finance Officer/Bookkeeper

PERSONAL DETAILS

FULL NAME	
ADDRESS	
MOBILE NUMBER	
EMAIL ADDRESS	
Please note below any criminal convictions except Those 'spent' under the Rehabilitation of Offenders Act 1974 in the box below or on a separate covering note, If none please state.	

Where did you see this post advertised?

EDUCATION

Please give details of secondary schools/colleges/universities attended and subjects passed. Please give details of any educational, technical and /or professional qualifications. If you are currently studying please provide details of the qualification concerned. If study was on a part time basis please specify.

NAME OF SCHOOL/COLLEGE/ UNIVERSITY	FROM (MM/YYYY)	TO (MM/YYYY)	DETAILS OF EXAMINATION RESULTS/QUALIFICATIONS

Further training and membership of professional bodies, training courses, certificates, which are relevant to this post:

EMPLOYMENT (PRESENT OR MOST RECENT)

JOB TITLE	
EMPLOYER	
DATE FROM /TO (MM/YYYY)	
SUMMARY OF RESPONSIBILITIES	

PREVIOUS EMPLOYMENT

Starting with the most recent first, please list in chronological order, giving a brief description of each including responsibilities.

[illegible]

YOUR FAITH JOURNEY

This post is within a Christian organisation & staff team, and is subject to a Genuine Occupational Requirement. Please could you briefly share something about your own Christian journey and how it has led to you applying for this role? You may continue on separate sheets and attach if necessary.

YOU & THE ROLE

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet the criteria in the person specification. You may continue on separate sheets and attach if necessary.

OTHER INFORMATION

Please give us any other information which you think is relevant to this position

REFERENCES

Please give details of two referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from friends and relatives are not acceptable. We reserve the right to contact any of your previous employers.

REFEREE ONE	
NAME	
ADDRESS	
MOBILE NUMBER	
EMAIL ADDRESS	
OCCUPATION/POSITION	
RELATIONSHIP TO YOU	

REFEREE TWO	
NAME	
ADDRESS	
MOBILE NUMBER	
EMAIL ADDRESS	
OCCUPATION/POSITION	
RELATIONSHIP TO YOU	

DISABILITIES

St. John's gives full and fair consideration to applications received from people with disabilities who possess the appropriate skills or qualifications for the job to be filled.

If you have a disability, do you require any reasonable adjustments to be made during the recruitment process, including interview? YES NO

If yes, please provide details:

ELIGIBILITY TO WORK IN THE UK

(St. John's undertake the checking of an applicant's eligibility to work in the UK)

Do you require a work permit or visa to work legally in the U.K.? YES NO

If you are offered a job, you will be required to provide proof of your identity and right to work.

DECLARATION

I declare that the statements in this form are correct. I understand that any job offer will be conditional on references that are satisfactory to the Diocese of Liverpool. For posts which will involve working with children, young people and vulnerable adults a clear enhanced DBS check will be required.

Signed:

Date:

DATA PROTECTION STATEMENT

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. St. John's will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which maybe made regarding our recruitment practices. Please note that information provided on the application form will be viewed by our Operations Manager, Vicar and Church Wardens.

Please return this form by no later than 5pm Friday 10th April 2026. In person interviews will be held on Thursday 16th April 2026. Email to office@sjb-burscough.church