**APPLICATION FORM**

**Role: Communications Officer**

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** |  |
| **Forenames** |  |
| **Title (Mr, Mrs, etc)** |  |
| **Address** |  |
| **Email** |  |
| **Telephone / mobile** |  |

|  |  |
| --- | --- |
| **What is the notice period required in your present post?** |  |
| **Are you eligible to work in the United Kingdom?** |  |
| **How did you hear about this vacancy?** |  |
| **Dates not available for interview** |  |
| **Criminal convictions**  *Please declare any convictions, cautions, reprimands, or final warnings.* |  |

1. **EMPLOYMENT HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current Post: Organisation Name** | | |  | |
| **Current Job Title** | | |  | |
| **Employer: Organisation Address** | | |  | |
| **Date Started** | | |  | |
| **Salary and Benefits** | | | | |
|  | | | | |
| **Brief description of duties and responsibilities** | | | | |
|  | | | | |
| **Previous posts (please start with most recent)** | | | | |
| **Job title** | **Employer** | **Start date** | **End date** | **Brief description of duties and responsibilities and reason for leaving** |
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1. **OTHER EXPERIENCE**

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| --- | --- |
| **Please provide details of other experiences that are relevant to this post e.g., voluntary or community work etc.** | |
| **Dates (from to)** | **Activity** |
|  |  |
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1. **EDUCATION AND TRAINING**

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| --- | --- | --- |
| **Further / Higher Education – Institution** | **Dates Attended (from and to)** | **Qualifications/grades** |
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|  |  |  |
|  |  |  |
| **Secondary Education – Institution** | **Dates Attended (from and to)** | **Qualifications/grades** |
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|  |  |  |
| **Other relevant training, professions qualifications or work-related skills** | | |
|  | | |
| **Are you undertaking any course of study at present? (If so, please give details)** | | |
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1. **AVAILABILITY FOR THE ROLE**

**The post is freelance, averaging 10 hours per week. The post holder will work more in busy periods.**

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| --- | --- |
| **What is the earliest date you could start?** |  |
| **Our office is located at Mallow Street in central London. Which of the following would you prefer (please tick one)?** | 🞏 Working at LMS office  🞏 Working from home  🞏 Hybrid working – home and office |
| **Which of the following would be possible for you (tick as many as apply)?** | 🞏 Working at LMS office  🞏 Working from home  🞏 Hybrid working – home and office |

1. **REFEREES**

**Please provide details of two or three people who are willing to act as referees. The first referee should be from your current or most recent employment. If you are a school or university leaver, the first referee should be from the last institution you attended.**

|  |  |
| --- | --- |
| **REFERENCE 1 (your current/most recent employer)** | |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **REFERENCE 2** | |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |
| --- | --- |
| **REFERENCE 3 (optional)** | |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone** |  |

**Please return this form together with a covering letter or email detailing why you wish to work for the Latin Mass Society. You may wish to use the letter or email to further highlight your suitability for the role. If you have any experience of the traditional Latin Mass or the Catholic Church more widely, please use the cover letter or email to tell us about that (please note this role is open to all and such experience is not essential).**

**Data protection**

In accordance with the Data Protection Act 2018, this form will be used in the recruitment process and may be disclosed to all who need to see it, including staff and trustees of the Latin Mass Society. It will also form the basis of your personal record if you are selected. Your signature on this form indicates your agreement for your data to be processed in accordance with the Act.

**Declaration**

I declare that the information given in this application is to the best of my knowledge correct and complete and I understand that any false statement or withholding of relevant information may result in withdrawing a job offer or termination of the role.

Signature: Date:

Please email this form and the covering letter or email to [richard@lms.org.uk](mailto:richard@lms.org.uk) or return via the post to:

The General Manager

Latin Mass Society

9 Mallow Street

London EC1Y 8RQ

CVs are not required, but if you think your CV would provide us with additional information which would be useful to us you are welcome to send it.

**The closing date for applications is Monday 31 March 2025**.