

APPLICATION FORM

Role: Communications Officer

A. 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 <i>Please declare any convictions, cautions, reprimands, or final warnings.</i>	

B. 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

C. OTHER EXPERIENCE

Please provide details of other experiences that are relevant to this post e.g., voluntary or community work etc.	
Dates (from to)	Activity

D. EDUCATION AND TRAINING

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

E. AVAILABILITY FOR THE ROLE

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

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)?	<input type="checkbox"/> Working at LMS office <input type="checkbox"/> Working from home <input type="checkbox"/> Hybrid working – home and office
Which of the following would be possible for you (tick as many as apply)?	<input type="checkbox"/> Working at LMS office <input type="checkbox"/> Working from home <input type="checkbox"/> Hybrid working – home and office

F. 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 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.