

Hawthorne Trust Limited  
Charton Manor  
Gorse Hill, Farningham,  
Kent DA4 0JT  
Tel:01322 863116 Fax:01322 866248  
Email: mail@chartonmanor.org

\_\_\_\_\_  
Please attach  
a recent  
photograph  
\_\_\_\_\_

## ADMINISTRATOR VACANCY APPLICATION FORM

Please write your answers clearly.

Name \_\_\_\_\_  
(Last Name) (First Name) (Title)

Present Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Email \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Mother Church membership: Date of admission \_\_\_\_\_ Membership no \_\_\_\_\_

Name of present Branch Church or Society \_\_\_\_\_

Recent positions held \_\_\_\_\_

Please give the name and address of your Primary Class Teacher:

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

May we contact your Teacher for a reference: Yes / No

If not, please give a reason: \_\_\_\_\_

When are you free to begin employment? \_\_\_\_\_

Present Occupation \_\_\_\_\_

Name and address of present Employer \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Telephone number \_\_\_\_\_ Contact name \_\_\_\_\_

May we contact them for a reference? Yes / No

If not, please give a reason: \_\_\_\_\_



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Have you any special skills which may help you in this new position? \_\_\_\_\_

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What is the general condition of your physical health? \_\_\_\_\_

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Are you free from:

Drugs \_\_\_\_\_ Medical Treatment \_\_\_\_\_ Tobacco \_\_\_\_\_ Alcohol \_\_\_\_\_

How long have you been free from these?

\_\_\_\_\_

On a separate sheet of paper please share 3 experiences you have had in the past 2 years where you have used Christian Science to heal a situation.

Give names, addresses, telephone numbers and email details of three people who are familiar with your character, capabilities, and experience as a Christian Scientist, other than relatives, to whom we may write for a reference. Include at least one work colleague.

Name \_\_\_\_\_ Address \_\_\_\_\_

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Post Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

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Post Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

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Post Code \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

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**CRIMINAL RECORDS DISCLOSURE AND DECLARATION:**

Charton Manor is registered with, and regulated by, the Care Quality Commission [CQC] which requires, in accordance with government regulations, that all its staff have a satisfactory Disclosure and Barring Service [DBS] check in order to protect those in its care.

Successful candidates will be asked to complete a form for an Enhanced DBS Certificate.

**Pursuant to this as part of your application, please will you complete the following:**

You are required to declare any criminal convictions, whether spent or unspent, under the Rehabilitation of Offenders Act [ROA] 1974.

A criminal conviction will not necessarily exclude you from being made an offer of employment. However, failure to disclose a conviction could lead to an offer of employment being withdrawn. Hawthorne Trust has policies concerning the correct handling and processing of criminal records disclosures and information, and concerning the appointment of ex-offenders.

Do you have any criminal record?                      Yes / No

If yes, please give details \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby declare that the information detailed above is accurate to the best of my knowledge. I understand that a false declaration may lead to any offer of employment being withdrawn.

Signed \_\_\_\_\_ Date \_\_\_\_\_

\\Forms\Application Forms\SAP Adm 18 300718

Hawthorne Trust Limited has a Data Protection Policy that sets out how we handle your data and your rights under the law. More information can be found at our website [www.chartonmanor.org](http://www.chartonmanor.org) or is available on request.