**Application form**



**Application form**

*Please complete this application form electronically and return to* [towncentreparishoffice@gmail.com](mailto:towncentreparishoffice@gmail.com) by **4th December 2020***.*

|  |  |
| --- | --- |
| Post(s) applied for: |  |

**Personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| Family name: |  | Title: |  |
| Preferred name: |  | | |
| Names in full: |  | | |
| Address: |  | Postcode: |  |
| Telephone: |  | | |
| Email: |  | | |
| Are you free to remain and take up employment in the UK with no current immigration restrictions? |  | | |

**Employment history**

*Please note any other employment you would continue with if you were offered this position.*

*How much notice is required in your current post?*

*List present and previous appointments in reverse chronological order*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From/To (month, year)** | **Name and address of employer** | **Job title and brief description of duties** | **Salary at leaving** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |

*Continue on a separate sheet if necessary.*

**Education and qualifications**

1. Professional/practical qualifications obtained (e.g. youth work, First Aid, Safeguarding etc). Membership of professional bodies etc.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Qualification/experience** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Further education (college or university). Please give details of any qualifications and grades obtained.

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Name of University/College and details of qualification gained and grades** |
|  |  |  |

1. Secondary schools

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **School name, and details of qualifications gained and grades** |
|  |  |  |

**Reasons for applying for this post**

|  |
| --- |
| Please detail here your reasons for applying for this post. What attracts you to the post and why you believe you are suitable for it. *You should include experience obtained in your present and past roles that would be relevant to this post and the particular skills you would bring if appointed. Your answer should seek to address the points in the person specification. Continue on a separate sheet if necessary.* |

**Christian Life**

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| --- |
| Please tell us more about your Christian life and how your faith impacts your life and work. *We would like to know more about how you came to faith, as well as your current and recent involvement in church life. Continue on a separate sheet if necessary.* |

**Interests, Recreations and Voluntary Work**

Please give details of your main interests outside your employment and any positions held. If relevant, please highlight how these better equip you for this role.

**References**

*Please give the names and addresses of three referees,*

*1. Your last employer or educational reference if just leaving college.*

*2. Reference from your Parish Priest, Minister or a Church Council.*

*3. A personal reference from someone who has known you for more than three years.*

*Please obtain their permission. As you are applying for a post which requires unsupervised access to children and/or vulnerable adults, St Peter’s Church PCC reserves the right to approach* ***any*** *past employer for a reference.*

|  |  |  |
| --- | --- | --- |
| Name: |  |  |
| Position: |  |  |
| Occupation: |  |  |
| Address:  Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Relationship with applicant: |  |  |

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Occupation: |  |
| Address:  Postcode: |  |
| Telephone: |  |
| Email: |  |
| Relationship with applicant: |  |

May we approach your referees prior to interview? **Yes/No**

**Criminal record**

|  |
| --- |
| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure & Barring Service. |

Do you have any special requirements that we need to be aware of during the selection process?

**Yes/No**

If yes, give details

**Declaration** *Please read this carefully before signing this application.*

|  |
| --- |
| 1. I confirm that to the best of my knowledge and belief, the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.      1. I agree that St Peter’s Church PCC reserves the right to ask relevant questions about an individual’s health after an offer has been made, and only where appropriate will request a health assessment through occupational health. Should St Peter’s Church PCC require further information and wish to contact a doctor with a view to obtaining a medical report, the law requires them to inform the individual of this intention and obtain their permission prior to contacting their doctor. Again, this is done through their occupational health adviser. Information that the diocese receives will only be retained on a personnel file during an individuals’ tenure in post and will be only stored/processed in accordance with the Data Protection Act 2018. 2. I agree that should I be successful in this application, St Peter’s Church PCC will apply to the Disclosure and Barring Service for the appropriate level of disclosure. I understand that should the disclosure not be satisfactory, any offer of employment may be withdrawn or employment terminated. 3. I consent to St Peter’s Church PCC using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Organisation will retain the form for as long as is deemed necessary and that the Organisation may use it to contact me in the event of there being any other vacancies for which I may be suitable.   Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please return this form to Bernice Watts at [towncentreparishoffice@gmail.com](mailto:towncentreparishoffice@gmail.com)

**Please mark all correspondence - Private & Confidential**