

**Application for Employment**

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| Post applied for:       |

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| --- | --- |
| Surname:       | Address:       |
| Preferred Title:       |
| First Name(s):       |
| Previous Name: (if applicable):       |  |
| Tel (home):       | Postcode:       |
| Tel (work):       | Email address:       |
| Tel (mobile):       | National Insurance No:       |

**Education, Training and Qualifications**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name and address of School attended | From | To | Full or Part-time | Qualification Gained | Grade | Award Date |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

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| --- | --- | --- | --- | --- | --- | --- |
| Further/Higher Establishment name and course attended | From | To | Full or Part-time | Qualification Gained | Grade | Award Date |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |

**Details of Present or Most Recent Employment**

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| Employer:       |
| Title of Post:       | Date Appointed:       Date Left:       |
| Full or Part-Time: | Period of notice required: |
| Basic Salary: | Allowances: |

**Previous Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Post | Full/Part-time | Fromdd/mm/yyyy | Todd/mm/yyyy |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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| --- | --- | --- |
| Please give details of periods of time not accounted for above which may include unpaid voluntary work or family commitments | Fromdd/mm/yyyy | To dd/mm/yyyy |
|  |  |  |

**Other Qualifications and Training Completed**

|  |  |  |
| --- | --- | --- |
| Training Course | Date Completed | Qualification (if any) |
|       |       |       |
|       |       |       |
|       |       |       |

**Supporting Statement**

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| Please give details of how you consider your experience, knowledge, skills and personal qualities meet the requirements of the post as outlined in the job description. Use a continuation sheet if necessary. |
|       |

**References**

* Please give the names, addresses and telephone numbers (and email address if applicable) of two referees, who should not be related to you and who we may approach for information about your suitability for the post.
* One referee must be your current or most recent employer or college/university tutor if this is your first job.
* The second referee should be a previous employer or someone who knows you professionally and can comment on your suitability for the post.
* Please indicate if you do not wish us to approach referees prior to interview by putting an ‘x’ in the box on the left below.

|  |  |  |
| --- | --- | --- |
|  | Name:      Address:      Postcode:       | Occupation:      Phone No:      Email Address:      Capacity in which this referee knows you:       |
|  | Name:      Address:      Postcode:        | Occupation:      Phone No:      Email Address:      Capacity in which this referee knows you:       |

**Additional Information**

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| --- | --- |
| Do you require a work permit to work in the UK? | YES/NO |
| Do you hold a current driving licence? | YES/NO |

**Disclosure of Criminal Background**

Because of the nature of the work for which you are applying, enquiries will be made of the Disclosure and Barring Service to ascertain whether or not your record reveals any criminal convictions.

**Asylum and Immigration Act**

Under the terms of the Act, it is an offence to employ an employee, or an apprentice aged 16 or over, who has no immigration authorisation to work in the UK. Therefore, should your application be successful you will be required to provide proof of eligibility to work in the UK.

**Declaration**

This application will be processed within the terms specified by the Data Protection Act 1998. I hereby explicitly consent to the church collecting, holding and otherwise processing personal data (including ‘sensitive’ personal data) relating to me for the purposes necessary within the employment process. If you are the successful candidate, relevant information will be taken from the form and used as part of your personal record.

I confirm that I am not on the DBS Childrens’ Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body.

I hereby certify that the information given above is correct to the best of my knowledge and that I have not omitted any material facts. I understand that the provision of false or misleading information would be grounds for dismissal, or would preclude me from being offered work with the church.

Signed:       Date: