

# APPLICATION FOR EMPLOYMENT

# CONFIDENTIAL

## **Please complete in ‘Word’ format, if possible and email it to us. Please also print, sign and post a paper copy. Please note the boxes will expand if you need more space.**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 1998.

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| Role applied for | **Worship Pastor** | | | | |
| How did you hear about the role? |  | | | | |
| Your family name |  | | | Your first name(s) |  |
| Any earlier name you were known by | | |  | | |
| Your address |  | | | | |
| Date moved to this address. If less than 12 months ago, please give previous address and dates. | |  | | | |
| Email address |  | | | | |
| Home telephone |  | | | Mobile |  |
| Do you require permission to work in the UK? | | | |  | |
| If yes, please give details: |  | | | | |

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| **Current (or most recent) Employer:** | | |
| Name |  | |
| Address |  | |
| Type of business |  | |
| Your job title |  | |
| Dates in role (mth/yr) |  | |
| Key duties/ responsibilities |  | |
| Notice period required | |  |
| Reason for leaving or wanting to leave |  | |

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| **PAST EMPLOYMENT, prior to above**  Please list your full employment history and explain any breaks in employment and how this time was spent. | | | | |
| Employer’s Name | Dates (month and yr) | | Job title | Brief Description of Duties and reason for leaving |
| from | to |
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| **Suitability** - In support of your application please give details of your knowledge, skills and experience, showing how they **match the criteria set out in the person specification** sent to you (please ensure you are concise and to the point, and continue on a separate sheet if necessary and remember to address ***all*** of the criteria.). |
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| **Education, Qualifications and Training** | | | | | | |
| Secondary School/ University/College/  Institute/Training Centre | Dates | | | | Exams / Degrees/ Diplomas /Certificates (please specify grades) / NVQs/Other / Training topic | |
| From | | | To |
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| **Referees** | | | | | |
| It is our policy to take up references on all shortlisted candidates. | | Please give names and addresses of two referees who cover the last three years of your employment. A third reference should be a character reference who has known you for at least 3 years.  NOTE – we cannot accept references from family members. | | | |
| Can we contact these references prior to interview? | | |  | | |
| **Referee 1**: Name | |  | | | |
| Job Title and company | |  | | | |
| Is this your current line manager? | |  | | | |
| Address | |  | | | |
| Telephone | |  | | | |
| Email address | |  | | | |
| **Referee 2**: Name | |  | | | |
| Job Title and company | |  | | | |
| Is this your previous line manager? | |  | | | |
| Address | |  | | | |
| Telephone | |  | | | |
| Email address | |  | | | |
| **Referee 3:** Name | |  | | | |
| Relationship (e.g. friend / colleague) | |  | | | |
| Address | |  | | | |
| Telephone | |  | | | |
| Email address | |  | | | |

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| **Church Affiliation** | |
| Are you a member of the Church of England? |  |
| Have you been baptised? |  |
| Have you been confirmed? |  |
| At which church do you worship? Please note that we may contact your Vicar or Minister as part of the selection process. |  |
| Name of Vicar / Minister / Pastor |  |
| Address |  |
| Email address |  |
| Telephone |  |

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| **Safeguarding - This post is subject to Enhanced DBS Disclosure.**  Do you have a current DBS Disclosure? If so please specify the role for which you were checked and the date of your certificate. |  | |
| **Rehabilitation of Offenders Act 1974**  The nature of the work for which you are applying involves working with vulnerable adults or children. Therefore, the post is exempt from the provisions of Section 4 (2) of the above Act and all applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. Applicants are NOT entitled to withhold information about convictions which are considered SPENT under the provision of the Act.  Having a criminal record will not necessarily prevent you from working with us; this will depend on the nature of the position and circumstances and background of your offence. | | |
| Have you at any time been convicted of an offence, spent or unspent? | |  |
| Have you ever received any cautions, reprimands, final warnings or convictions? | |  |

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| Additional relevant information, e.g. any dates you are unavailable for interview / if you do not currently live in the area, please outline how you would be able to fulfil this role. | | |
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| **Professional Conduct**  Have you been subject to any investigation into your professional conduct by any licensing, regulatory or professional body in the UK or any other country where the outcome was adverse? | |  |
| Are you currently the subject of any investigation by any professional organisation in the UK or any other country, which might lead to your removal from any of their lists? | |  |
| At the same time do you agree to inform the parish immediately if any such investigation should be initiated? This includes issues, which may lead to such an investigation and/or have any bearing on my suitability to this post? | |  |
| If you have answered YES to any of the above questions please give details on a separate sheet. Any information supplied will remain confidential and will be considered only in relation to your application for this post. | | |
| **Please read and sign**  I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I understand that the PCC is not legally allowed to employ persons who are deemed “not fit” to work with vulnerable adults or children and that if any of the information I have given is found to be false or misleading, the PCC can withdraw their offer of employment to me, or cancel their agreement with me. I understand that if this is discovered at a later date, I may be dismissed.  I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment. | | |
| Signature |  | |
| Date |  | |
| This form should be returned by the date indicated in the advert both:   * by email to: admin@ststephens-ealing.org * with a signed paper copy by post to:  The Vicar, St Stephen’s Church, St Stephen’s Road, Ealing W13 8HB   Please note that if you are called to interview you will be asked to bring identification including proof of your right to work in the UK. | | |