Application for Employment

Your Church

Either, complete and send electronically or print off, complete by hand and send by post.

This appointment will be subject to satisfactory references and Disclosure & Barring Service (DBS) clearance (if appropriate / applicable to post).

You may wish to enclose a current CV in support of your application, although a CV alone will not be considered as a valid application for this post.

Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| First name | | Surname | |
| Title | **Other names in full** | | |
| Email address | | | |
| Permanent address (inc. Post code) | | | |
| Mobile | | **Landline (if applicable)** | |
| Health & specific needs – are there any health issues or specific needs that may affect your work? | | | |
| Eligibility to work in the UK:  Are you a British subject or a national of any EU country? | | |  |
| If not, do you have the right to work in the UK and a current work permit? | | |  |
| If so, please state the expiry date of your right to work in the UK and/or your work permit: | | |  |
| Disclosure of convictions  Have you ever been convicted of a criminal offence? If YES, you must provide details separately. | | |  |

References

Name and contact details of three persons to whom reference can be made (one must be your present or most recent employer). References will usually be taken up by email before interview for short-listed candidates (unless you indicate otherwise).

**Reference 1**

|  |
| --- |
| Full name & job/role title |
| Post held by you & how known |
| Email address and mobile/telephone |
| Postal address |

**Reference 2**

|  |
| --- |
| Full name & job/role title |
| Post held by you & how known |
| Email address and mobile/telephone |
| Postal address |

**Reference 3**

|  |
| --- |
| Full name & job/role title |
| Post held by you & how known |
| Email address and mobile/telephone |
| Postal address |

Education

**Secondary Schools Attended**

|  |  |  |  |
| --- | --- | --- | --- |
| School | From | To | Details of subjects with grades |
|  |  |  |  |

**Further Education (e.g. University/College**

|  |  |  |  |
| --- | --- | --- | --- |
| College | From | To | Details of subjects with grades |
|  |  |  |  |

Employment present and all previous

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From d/m/y | Date To d/m/y | Employer name and address | Brief description of responsibilities | Reason for leaving |
|  |  |  |  |  |

Other relevant experience or skills

|  |  |  |
| --- | --- | --- |
| Date From d/m/y | Date To d/m/y | Details |
|  |  |  |

How you meet the criteria

Taking into account the Job Description, please explain why you feel you have the necessary skills and experience for this post. Please address each point in the Person Specification.

|  |
| --- |
|  |

# Other Details

|  |
| --- |
| Leisure interests, hobbies, etc. |
| If appointed what date would you be available to take up the post? |

# Declaration:

|  |  |
| --- | --- |
| * I declare that the information given in this application is to the best of my knowledge complete and correct. * I give my consent for the processing of data supplied in this application form for the purpose of recruitment and selection. | |
| Name (or signature if completing by hand) | **Date** |

Please return the completed application form by email to … xxx@xxx.org

or postal address: Address

You will be sent an email confirming receipt of your application.