

SHEFFIELD DIOCESAN BOARD OF FINANCE

Diocesan Church House 95-99 Effingham Street Rotherham S65 1BL

APPLICATION FORM FOR STAFF APPOINTMENT

POST APPLIED FOR:	
Please state where you saw the advertisement:	
Surname (BLOCK CAPITALS):	
Other Names in full:	
Title (Mr Miss Mrs Ms Other):	
Permanent Address:	
Daytime Telephone Number:	Mobile number:
Email address:	
Temporary Address (if applicable):	
Eligibility to work in the UK:	
Are you a British subject? YES / NO	
If not, do you have the right to work in the UK and a current work permit? YES / NO	
If so, please state the expiry date of your right to work in the UK and/or your work permit:	
Do you have access to a motor vehicle? YES / NO	
Do you have a full and valid licence? YES / NO	
NB. This will only be considered if this requirement is stipulated in the Person Specification.	
Applicants to become employees of the Diocesan Board of Finance may not be a member of or promote or solicit support for a party or organisation whose constitution, policy objectives or public statements are declared in writing by the House of Bishops to be incompatible with the Church of England's commitment to promoting racial equality. This explicitly includes the BNP.	
Please confirm that you are able to comply with this: YES / NO	
THIS APPOINTMENT WILL BE SUBJECT TO SATISFACTORY:	
<ul style="list-style-type: none"> • REFERENCES • DISCLOSURE & BARRING SERVICE (DBS) CLEARANCE (if appropriate / applicable to post) 	
Disclosure of convictions	
Have you ever been convicted of a criminal offence? If so, please provide details of any <u>unspent</u> convictions on the separate Disclosure of Convictions form.	

Name and contact details of three persons to whom reference can be made (one must be your present or most recent employer):

Full name & job/role title

Post held by you & how known.....

Email address & tel. no.....

Postal address.....

Full name & job/role title

Post held by you & how known

Email address & tel. no.....

Postal address.....

Full name & job/role title

Post held by you & how known.....

Email address & tel. no.

Postal address.....

References will usually be taken up before interview in the strictest confidence for short-listed candidates (unless you indicate otherwise). We would prefer to contact your referees by email; please check that they agree.

I hereby agree to this:

Signature:

Date:

Data Protection:

Information about how we process your data is available in our Privacy Notice which can be downloaded at <https://www.sheffield.anglican.org/UserFiles/File/Privacy/4.-Job-Applicant-Data-Privacy-Notice.pdf>

I hereby give my consent to Sheffield DBF processing the data supplied in this application form for the purpose of recruitment and selection.

Declaration:

I declare that the information given in this application is to the best of my knowledge complete and correct.

Signature:

Date:

Note: Any false, incomplete or misleading statements may lead to dismissal.

Secondary Schools attended :	From	To	Details of subjects and examination results
University/College (and Further Education)	From	To	Details of examination results and qualifications held

PRESENT AND PREVIOUS APPOINTMENTS

Starting with your present appointment, please list what you have done in the course of your career, in reverse chronological order

Dates		Name + address of employer	Position Held	Brief description of responsibilities	Reasons for leaving
From	To				

Taking into account the application pack documentation, please explain why you feel you have the necessary skills and experience for this post. You should include any other information which you feel makes you a suitable candidate for this post in relation to the criteria included in the Person Specification.

(Continue on separate sheet if necessary)

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

If appointed, when would you be available to take up the post?

Leisure interests, hobbies, etc.

Please return the completed application form by email to recruitment@sheffield.anglican.org

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

To comply with Data Protection Regulations, application forms, CVs & references for unsuccessful candidates will be shredded after a maximum period of 6 months from interview date