### 

### Job application form

**Full name:**

**Permanent address:**

**Post code:**

**Home telephone number:**

**Work telephone number:**

**Mobile telephone number:**

**Email address:**

**National insurance no:**

**Job applying for:**

Employment history

**Please briefly describe your previous employment (most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Job title and employer** | **Main duties** |
| **From** | **To** |  |  |

Education, training and relevant qualifications

**Please give details of all schools/colleges attended, any relevant training courses completed and qualifications gained (most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **School, college or university** | **Qualifications** |
| **From** | **To** |  |  |

The post:

|  |
| --- |
| **Tell us what excites you about this post and why you would be suitable for this post, with reference to the job description and person specification (No more than 1 side of A4):** |

Christian life

|  |
| --- |
| **Tell us how you became a Christian? (approx 250 words)** |

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| --- |
| **What is your current and recent involvement in church life? (approx 300-400 words)** |

Additional information

|  |
| --- |
| **Please use this space to provide any additional information relevant to your application, including any personal interests, strengths or achievements that might be applied to the role:** |

|  |
| --- |
| **It is our policy to ensure that all applicants are given full consideration for employment and that all candidates are fairly selected for an interview. Please give details of any particular arrangements you will need us to make in order for you to attend an interview:**  **Please describe any particular requirements you may need at work, which can be discussed with you at interview:**  **Do you hold a current driving licence? Yes/No**  **Are there any restrictions on you taking up employment in the UK? Yes/No**  **Have you ever been convicted of a criminal offence other than**  **motoring offences and spent convictions? Yes/No**  **(If yes, please give full details)**  **How did you hear about the job? …………………………………..............................................** |

|  |  |  |
| --- | --- | --- |
| References **Please give the names and addresses of two referees who have knowledge of your work and character. One of these should be your current church leader/Vicar/minister.** | | |
| **Reference one:** | | |
| Name: | Position / relation to you: | |
| Address: | | |
| Email: | Telephone: | |
| May we approach this referee without further reference to you? | | Yes/No |
| **Reference two:** | | |
| Name: | Position / relation to you: | |
| Address: | | |
| Email | Telephone: | |
| May we approach this referee without further reference to you? | | Yes/No |

*To comply with Church of England safer recruiting processes a minimum referencing period of two years must be applied. This means that it may be necessary to request more than two references depending on your work history.*

Declaration

If shortlisted, I agree to complete a Confidential Declaration form, and to allow St Mary’s to apply for an enhanced DBS (Disclosure and Barring Service) check.

**Please note that this post is subject to a satisfactory enhanced DBS check and references.**

**TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION SUPPLIED BY ME IS CORRECT.**

**Signed…………………………………………………………… Date……………………….**

**Applications must be sent by email to** [**imogen.erskine@stmaryislingon.org**](mailto:imogen.erskine@stmaryislingon.org)**. Applications will be reviewed on receipt of email.**

##### Guidance notes on completing the application form

The purpose of these notes is to provide you with some guidance on completing the application form.

Please **DO NOT** submit a CV instead of completing this form.

The job description and personal profile list the skills, knowledge, qualifications and experience required.

The application form plays an important part in the selection process – both in deciding whether or not you will be short-listed for an interview and as a basis for the interview itself.

##### General points

##### Personal details

This section asks for some basic details about yourself. Please fill in the details as requested.

## Employment history

## Please include a brief summary of the main duties and responsibilities in your present role and in any previous positions.Check that dates are correct and in the right order. Where you have a break in your employment history, please give details of what you were doing during this time, (e.g. travelling, raising a family, studying or unemployed).

## Education and training

Please give as much detail as you can about your education and training. Formal qualifications or other relevant training will be considered whether they have been gained at work, in the home or through social activities.

## The post

This section is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, church life and leisure) that you believe will demonstrate how you would meet the requirements of the advertised post.

Do not repeat your career history in these sections; and please specify examples of your own responsibilities and achievements, (not those of your team or department), which are relevant to the successful undertaking of this post.

Please remember that the selectors can only use the information you provide on your application and will not make assumptions or deductions. Do provide evidence by describing or explaining the things you have done or achieved which demonstrate that you can meet the requirements of the post.

**Additional information**

Please use this section to supply any further information that you think will be relevant to your application.

We also need you to let us know if you have any unspent criminal convictions, and also whether you are entitled to work in the UK. For this post you will be required to obtain a DBS disclosure.

**Particular requirements**

Please use this section to assist us in making the interview process as fair as possible for everyone. If you have any particular needs please let us know. This will also give us the opportunity to discuss any needs you may have while at work**.**

**References**

Please think carefully about your referees, and if possible ask your current employer, your church leader or a good Christian friend. If you are a school or college leaver you should give your head-teacher or college course leader’s details in place of an employer.