

APPLICATION FOR EMPLOYMENT

Private & Confidential



Thank you for applying for this vacancy. This form is designed to help us decide fairly who to interview. If there is insufficient space in any section, please continue on a separate sheet. Please complete it honestly and accurately in block capitals. You may also supply a CV if you wish.

Equal Opportunities

We are an Equal Opportunities employer. Applications are considered on the basis of suitability and qualifications for the role regardless of gender, sexual preferences, marital status, creed, colour, race, ethnic origin, age, disability, political opinions or other similar considerations. Disability will only be a factor where it prevents the fulfilment of the requirements of the role and the Company is unable to make reasonable adjustments to the role or the workplace to overcome this.

To help us to monitor our Equal Opportunities policy, you may be asked to complete an anonymous Monitoring Form. This information is optional and will not be disclosed to your interviewer.

Smoking

Please note that the Church is committed to a no-smoking policy on its premises.

Personal Details

Full Name: Title	Forename(s)	Surname
Home Address:		
Home Telephone: Personal Email:	Mobile Telephone:	
Are you legally eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have proof of eligibility to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Note: To comply with The Asylum & Immigration Act 1996, if you are invited to attend an interview, you must bring with you evidence of your eligibility to work in the UK – e.g., a document which includes your National Insurance Number, such as a P45, P46, P60 or a pay slip, a work permit, or a British Passport. An offer of employment cannot be made unless suitable evidence has been provided to us.		
Role you are applying for:		
Earliest available start date:		

Please give details of any unspent criminal convictions that you may have:

Disclosures must be in accordance with the Rehabilitation of Offenders Act 1974 – please seek advice if you are not sure about what has to be disclosed. Please note that the Church may carry out a Criminal Records Bureau check to verify this information.

Employment

Please list below your present and past employment, beginning with your most recent position.

Name & Address of Employer:		
Dates of Employment		Name and Job Title of your Manager:
Starting Salary £		Your Job Title:
Leaving Salary £		Business Telephone:
Your reason for leaving:		Type of Business:
Description of the work that you did:		
Name & Address of Employer:		
Dates of Employment	From: To:	Name and Job Title of your Manager:
Starting Salary £		Your Job Title:
Leaving Salary £		Business Telephone:
Your reason for leaving:		Type of Business:
Description of the work that you did:		
Name & Address of Employer:		
Dates of Employment	From: To:	Name and Job Title of your Manager:
Starting Salary £		Your Job Title:
Leaving Salary £		Business Telephone:
Your reason for leaving:		Type of Business:
Description of the work that you did:		

Please describe any other work that you have been involved in. (For example: voluntary, freelance, project work etc.)	
Dates / Duration	Description

Education, Qualifications & Training

Starting with the most recent, please give details of your education, qualifications and training to date. Include under 'Details' the places that you attended.

Details	Dates From / To	Qualifications Gained

Experience

Please give details of any particular experience that you have gained in previous positions, or in activities outside of work, that you feel show your aptitudes and skills for the position applied for:

References

Please provide the names, addresses and occupations of two referees (not friends or relatives), preferably previous employers, whom we may approach with regard to your application. References will not be sought without obtaining your permission. All job offers are subject to the receipt of references that are satisfactory to the Church.

Name:	Name:
Occupation:	Occupation:
Address: (Business address if applicable)	Address: (Business address if applicable)
Telephone:	Telephone:

Declaration

I certify that the information contained in this form and in any related documents is complete and accurate in all respects. I authorise the Church to disclose any of this information to its agents, carry out reference checks, and verify the information that I have provided. I understand that should the Church not be able to arrange or maintain appropriate insurance, or should the facts given by me be inaccurate or untruthful, then the Church will be entitled to withdraw any offer, or terminate my employment without notice.

I understand that any job offer will be subject to proof of entitlement to work in the UK; a probationary or trial period; the receipt of references; and where appropriate, a Criminal Record Bureau Check and/or a Medical Examination; all of which must be satisfactory to the Church.

If I am offered employment, I consent to my information being held and processed by the Church or its agents in accordance with the Data Protection Act 1998. If I am not offered employment, I understand that my information will be held by the Church for 6 months and then securely destroyed if it is no longer required for future vacancies.

Signature:

Date: