

Application Form

*This application is **private & confidential***

*Please write or type **clearly in black**
in order that this form can be photocopied*

Application for the post of: _____

Full name _____

Address _____

Postcode _____

Home phone _____

Mobile: _____

Email _____

Where did you hear about this vacancy?: _____

Referees

Please provide the names, organisations, job titles, addresses and phone numbers of two referees. At least one should be your current or most recent employer. Please indicate the capacity in which you know them and if we may approach for a reference now.

Name		
Address		
Phone		
Email		
Job Title		
Organisation		
Capacity		
Approach?		

Gaps in Employment History

Please provide in this section explanations for any gaps in your employment history (chronologically, most recent first).

Dates		Details of Gaps in Employment
From	To	

Education

Dates		Place of study	Qualifications attained
From	To		

Membership of Professional Bodies

Year and Place of Ordination (if applicable): ___ / ___ / _____, _____

Are you a communicant member of the Church of England or a church in communion with it?

Yes / No

Please give your reasons for applying for this post.

You should outline your interest in the post and describe your relevant skills and experience. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section.

Rehabilitation of Offenders Act

Under the provisions of the Rehabilitation of Offenders Act, you do not have to disclose information on certain convictions after a set period of time, as they become 'spent'.

Have you ever been convicted of a criminal offence? Yes No

Do you have any criminal charges or summonses pending against you? Yes No

*Having a criminal record will **not necessarily** bar you from working with us*

Disabled applicants

If invited to interview, are there any special arrangements that you would like to be made for you?

No _____

Other Information

Do you possess a car and a full driving licence? Yes No

Declaration

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

Signature:

Dated:

Data Protection statement

All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only.

Church Collective/Christ Church Padgate will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis to process information provided by you in this form as outlined in the GDPR regulations.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice which is located at churchcollective.uk/privacy

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to [Church Collective/Christ Church Padgate] being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Post applied for:

Liverpool Diocesan Board of Finance aims to be an equal opportunities employer and service provider, irrespective of race, gender, disability, sexuality, etc. In order to monitor the effectiveness of our equal opportunities policy, we ask all job applicants to provide the information below.

This information will be used solely for effective evaluation purposes. It is held confidentially and separately from all other material.

Gender

Male Female

Age

Less than 35 35 - 49 50+

Do you consider yourself to have a disability?

Yes No

What do you regard as your ethnic origin?

White Asian Indian
 Black Caribbean Asian Pakistani
 Black African Asian Bangladeshi
 Mixed Heritage Asian Chinese
 Other: _____
(please specify)