

**King’s Church Portsmouth (HOPE Portsmouth)** JOB APPLICATION FORM

Post Applied For

Where did you hear about this vacancy?





Title Name

Address

Home Telephone Mobile

Email Address



Please start with the **current or most recent** period of employment:

Start Date

Name of Employer Address

Position Held Reason for Leaving Main Duties

Previous Employer Start Date

Name of Employer Address

Position Held Reason for Leaving Main Duties

Previous Employer Start Date

Name of Employer Address

Position Held Reason for Leaving Main Duties

# Continue on a separate sheet if necessary to list all employment.



Please give details of the school/college/university you attended and include all academic, technical and professional qualiﬁcations:

| School | Subjects | Qualiﬁcation & Grades | Date |
| --- | --- | --- | --- |
|  |  |  |  |

| College/University | Course | Qualiﬁcation & Grades | Date |
| --- | --- | --- | --- |
|  |  |  |  |

Please give details of any training and development courses or non-qualiﬁcation courses which support your application including on-the-job training:

| Training Course or Programme | Duration of Course and Date |
| --- | --- |
|  |  |

Please give details of any professional bodies you are a member of:

| Professional Body | Membership Type |
| --- | --- |
|  |  |

Please give details of any publications or other relevant work:



Please explain here how you meet the requirements of the role, including what abilities, skills, knowledge and experience you bring that is relevant to the job you are applying for and your reasons for applying for this position.



Please explain any Christian Ministry experience that would be relevant to the job you are applying for 

| Please tell us if there are any dates when you will not be available for interview: |
| --- |
|  |



We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. Any information will be completely conﬁdential and will be considered only in relation to this application.

If relevant to the role, you will be required to submit to a DBS / Enhanced DBS check. Any offer of employment will be subject to a satisfactory disclosure report. Disclosure of a conviction or caution does not necessarily mean that you will not be appointed. Suitability will be considered in the light of all available information.

*In the event of employment, any failure to disclose these and pending investigations could result in disciplinary action or dismissal.*

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

If yes, please give details below. Yes  No 



*Please note, you can disclose your record under separate cover provided that you mark a cross on the line below and attach the details in an envelope stapled to this form. The envelope should be marked* ***CONFIDENTIAL*** *and state your name and the details of the post.*

***I have attached details of my conviction separately***

*** (please mark with an X if appropriate)***



The following information may be required if the post you are applying for has a requirement for a Disclosure & Barring Service check.

Are you aware of any police enquiries undertaken following allegations made against you which may

have a bearing on your suitability for this post? Yes No



Are you free to remain and take up employment in

the UK with no current immigration restrictions? Yes No

Under Section 8 of the Immigration Act we are required to check all employees are eligible to work within the UK, you will be required to provide original documents as evidence prior to appointment.



Do you hold a full, clean driving licence valid in the UK? Yes No



The Equality Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Act deﬁnes a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes  No  Do you believe any adjustments need to be

made in order for you to carry out this role? Yes No



We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.



Do we need to make any speciﬁc arrangements

in order for you to attend the interview? Yes No If yes, please give details:





Offers of employment are subject to two satisfactory references, one of which must be from your present or most recent employer. Please give the names and addresses of your two most recent employers. If you are unable to do this, please clearly outline who your references are:

*No approach will be made to your present or previous employers before an offer of employment is made.*

## Referee 1

Name 

Job Title

Work relationship Company

Full Address Telephone Email

## Referee 2

Name Job Title

Work relationship Company

Full Address Telephone Email



All of 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 education institutions noted and may undertake to verify your qualifications for recruitment purposes only. HOPE Portsmouth will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of legal obligation and legitimate interest to process the information provided by you in this form.

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.



I hereby conﬁrm that:

* All the information given by me on this form is complete and correct to the best of my knowledge 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 HOPE Portsmouth being satisﬁed with the results of a series of relevant checks, including references, eligibility to work in the UK, criminal convictions (if relevant to the job) and probationary period.
* I possess all the qualiﬁcations which I claim to hold.

| Please sign in the space below: | Date |
| --- | --- |
|  |  |

Please return this form by post or email to:

